Connecticut PBPS

USER MANUAL

VERSION 1.3
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TABLE OF CONTENTS

Introduction 5
Tips For Using The Service Effectively 6
- Recommended Computer Settings 6
- System Navigating 7
- Menu Information 8
  - Landing Pages 9
  - Listing Pages 10
  - Edit Forms 12
- Data Fields and Buttons 13
  - Edit Form Buttons 14
  - Additional Feature Buttons 14
- Advanced Search 15
  - Using the Advanced Search 15

Login Procedure 17
- To login to Connecticut PBPS 17
- Forgot Your Login? 18
- Service Announcement 19

Home 20
Assessment 22
- Priority Problem 22
  - Adding a Priority Problem 22
  - Editing a Priority Problem 24
  - Deleting a Priority Problem 24
- Risk/Protective Factors 26
  - Adding a Risk/Protective Factor 26
  - Editing a Risk/Protective Factor 27
  - Deleting a Risk/Protective Factor 27

Capacity 28
- Coalition Information 28
- Coalition 28
  - Adding a Coalition 28
  - Editing a Coalition 30
  - Deleting a Coalition 30
- Coalition Membership 31

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Adding a Coalition Member 31
Editing a Coalition Member 33
Deleting a Coalition Member 33
Coalition Subgroups 34
Adding a Coalition Subgroup 34
Editing a Coalition Subgroup 36
Deleting a Coalition Subgroup 36
Coalition Meetings 37
Adding a Coalition Meeting 37
Editing a Coalition Meeting 38
Deleting a Coalition Meeting 38
Planning 39
Long Term Outcomes 39
Adding a Long Term Outcome 39
Editing a Long Term Outcome 41
Short Term Outcomes 42
Adding a Short Term Outcome 42
Editing a Short Term Outcome 44
Programs/Strategies 45
Adding a Program 45
Editing a Program 47
Deleting a Program 47
Action Steps 48
Adding an Action Step 48
Editing an Action Step 50
Implementation 51
Identify Participants 51
Adding a Participant 51
Editing a Participant 53
Deleting Participant Information 53
Identifying Groups 54
Adding a Group 54
Editing a Group 56
Deleting Groups 57
Report Services Conducted 58
Adding a Service 58

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Editing a Service 61
Deleting a Service 61
Evaluation 62
Report Bi-Annual Progress/Results 62
Adding a Report Bi-Annual Progress/Results 62
Editing a Report Bi-Annual Progress/Results 64
Report Short Term Outcome Progress/Results 65
Adding a Reported Short Term Outcome Progress/Results 65
Editing a Reported Short Term Outcome Progress/Results 67
Deleting a Reported Short Term Outcome Progress/Results 67
Reports 68
Standard Reports 68
Opening a Report 68
Using Reports that Require Additional Data 69
Printing or Saving Reports 70
Administration 71
Staff/User 71
Provider Profile 72
Administrative Time 73
Adding Administrative Time 73
Editing Administrative Time 74
Deleting Administrative Time 74
Change Password 75
Events Manager 76
Knowledge Base 77
Prevention 101 77
Support Site 78

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INTRODUCTION

The Connecticut PBPS is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), is a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk factors, base goals and objectives on these risk factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, Connecticut PBPS facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

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TIPS FOR USING THE SERVICE EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

Pop-Up Blockers

Modern computer security technology and usability features development have led to pop-up blocking. Although this new feature of Internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like Connecticut Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that Connecticut Prevention may not function or appear properly. You should either disable the pop-up blocker while using Connecticut Prevention (while remembering to enable it, if desired, when not using Connecticut Prevention) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option “Tools” and then go to “Internet Options”. After the Internet Options window is available, you will want to click on the “Privacy” tab at the top of the window. You will notice while on the “Privacy” tab, at the bottom will be a section on Pop-Up Blockers. If your “Block pop-ups” checkbox is checked, then click on the “Settings” button to allow for exceptions. If using Mozilla Firefox, click the top toolbar option “Tools” and then go to “Options”. After the Options window is available, you will want to click on the “Content” tab at the top of the window. If your “Block Popup Windows” is checked, click the “Allowed Sites” button to the right to allow for exceptions.

You can now add the Connecticut Prevention links to the “Allowed Sites” list which the pop-up blocker will ignore when trying to block pop-ups from Connecticut Prevention. You will want to add “https://kitservices1.kithost.net” for the live system, and “http://demo.kithost.net” for the demo system. Once these sites are added to your “Allowed Sites” list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using Connecticut Prevention.

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System Navigating

The application is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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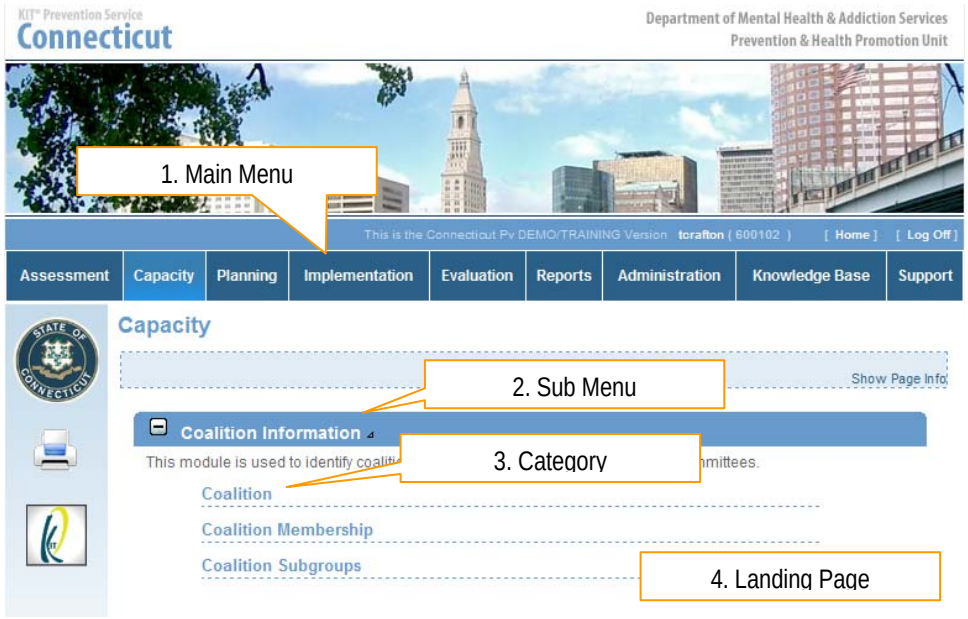
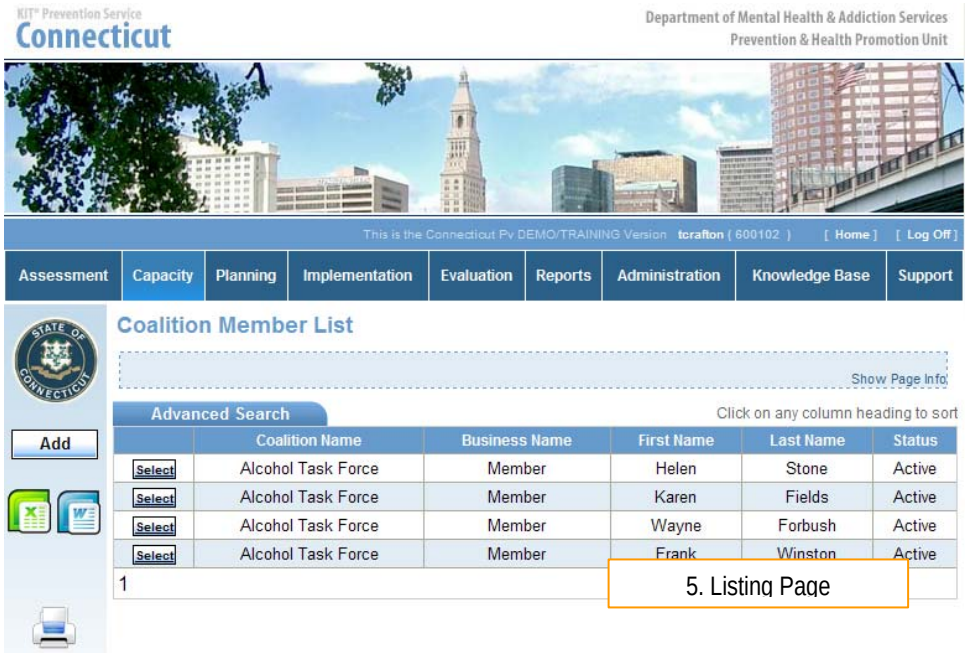
Menu Information

The menu for the service is located across the top of the screen. Each Main Menu category is broken down into Submenu categories to choose from and some Submenu categories may have a Category list to choose from (see Submenu category, Capacity Management, for an example).

1.	Main Menu	Constant (unchanging)
2.	Submenu	Vary depending on which Menu item is selected.
3.	Category	Vary depending on which Submenu item is selected.
4.	Landing Page	Varies depending on which Main Menu category is selected. Displays the Submenu Categories.
5.	Listing Page	Varies depending on which Submenu Category is selected.





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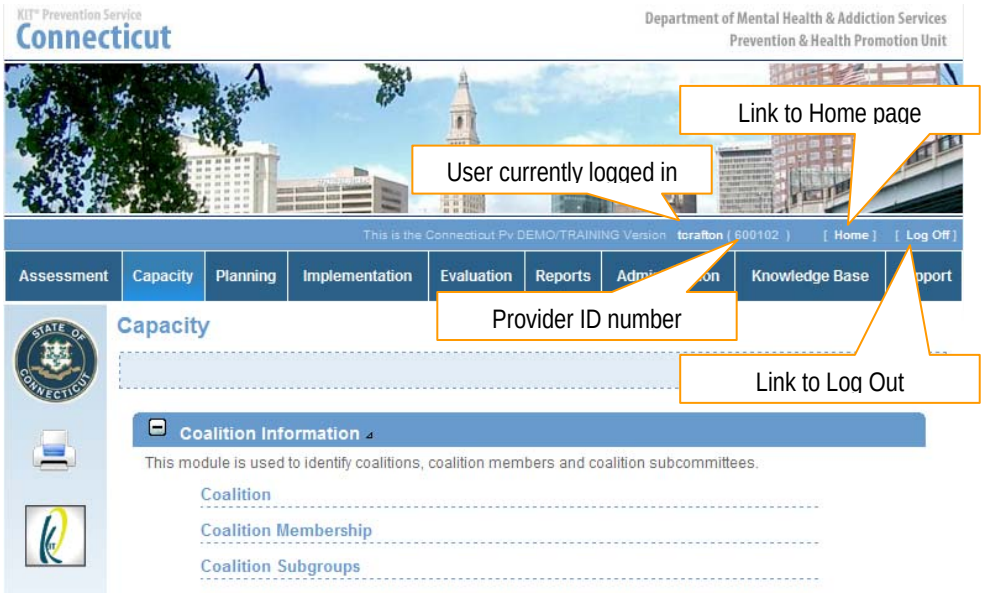
The top of the menu provides links to the [Home] (Home) page and to [Log Off] (Log Out) of the Service. The **Provider ID number** is listed as well as the user currently logged into the KIT Prevention Service.

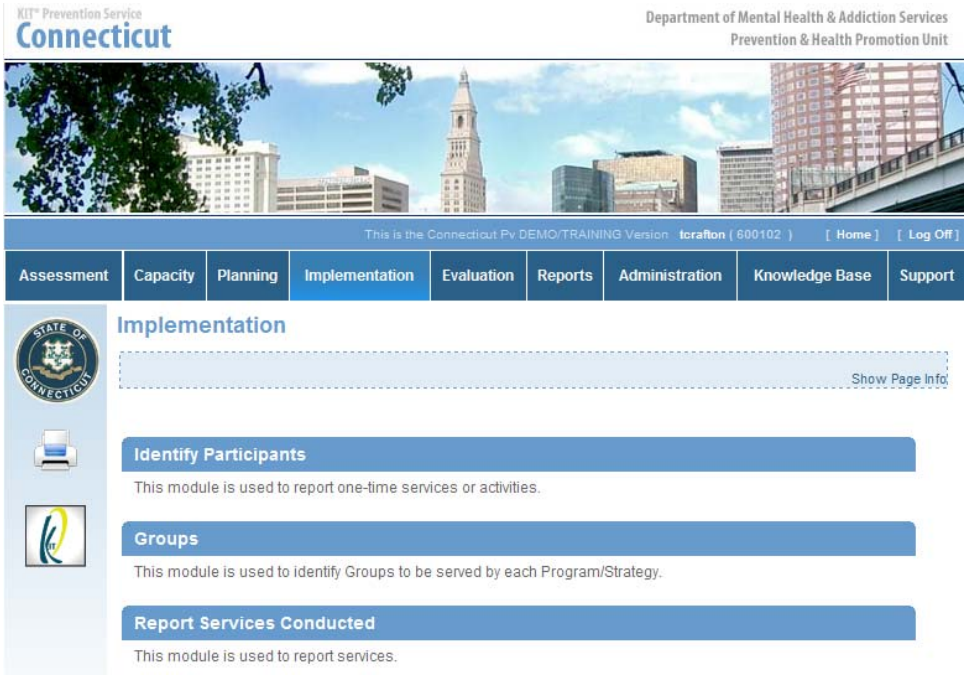


Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.



This is a screenshot displaying a Landing Page

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Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the Advanced Search section for more details on searching.)

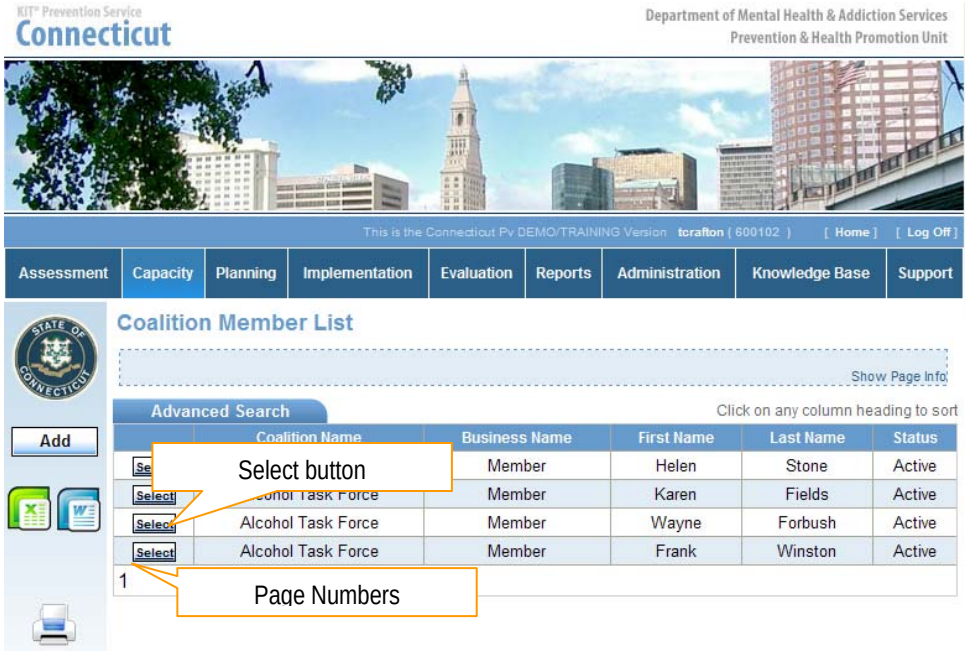
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Entry Form

Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

- When first viewing a Listing Page, all of the data is available for Searching. Click the Select (Select) link to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (Save) button to save the changes.



Sample screenshot displaying a "Grid View" Listing Page

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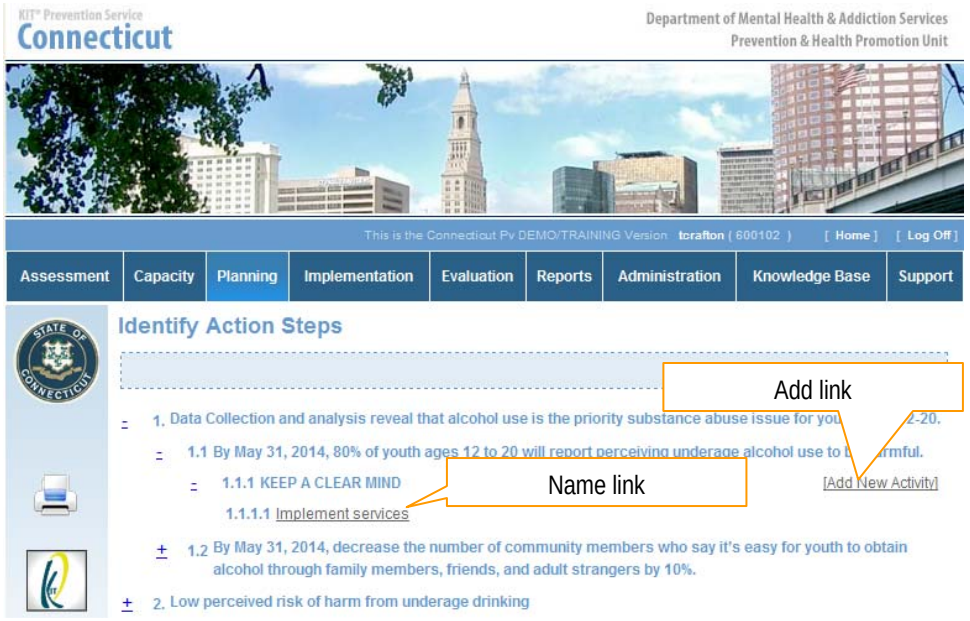
Hierarchy View:

A Hierarchical View is used when there is a relationship between the data.

- You may need to click the (+) plus sign to activate the hierarchy view. The (+) plus sign will become a (-) minus sign and all the data will display below the link.
- To enter new information, click on the (Add) link.
- To edit or delete information, click on the desired Name link.

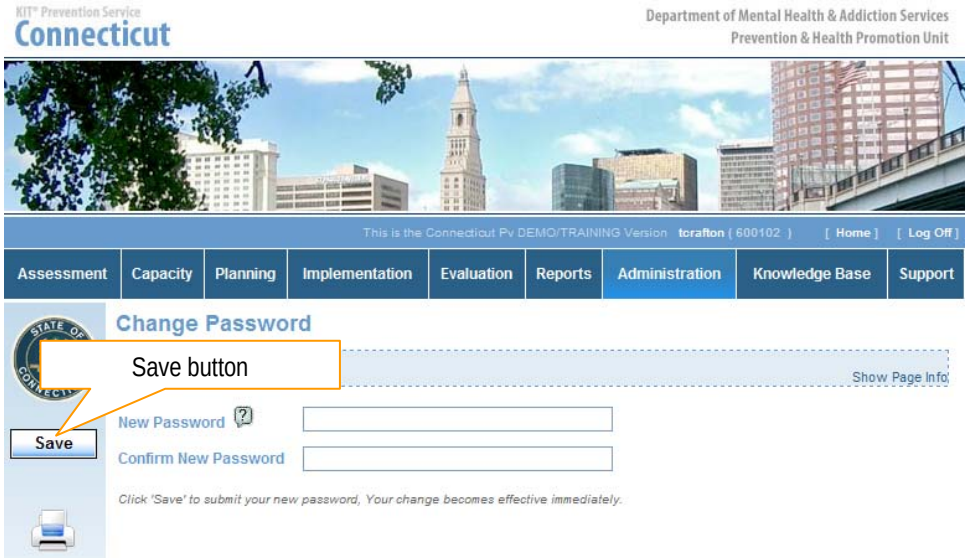

Connecticut
Department of Mental Health & Addiction Services
Prevention & Health Promotion Unit
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Action Steps
Add link
Name link
1. Data Collection and analysis reveal that alcohol use is the priority substance abuse issue for you
1.1 By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to
1.1.1 KEEP A CLEAR MIND
1.1.1.1 Implement services
[Add New Activity]
1.2 By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain alcohol through family members, friends, and adult strangers by 10%.
2. Low perceived risk of harm from underage drinking

This is a sample screenshot displaying a "Hierarchy View" Listing Page.

Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (For more information on the Edit Form, see the Edit Forms section.)

- The form can be edited at any time, but you must click the Save (Save) button to update the data.



This is a sample screenshot displaying a "Single Form View" Page

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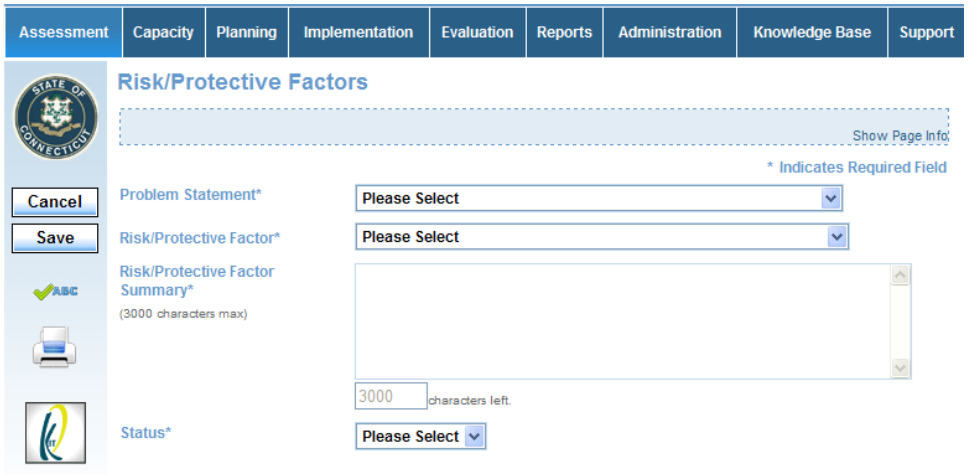
Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the Add (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



Sample screenshot displaying a blank Edit Form

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Data Fields and Buttons

In Connecticut Prevention there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka Text Box or Field)	(fill in the blank)
Drop Down Menu (aka Dropdown List)	Please Select (select one)
Buttons	Add Cancel Save Delete
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
Required Fields	First Name* (has an asterisk)
Missing Data Notification	! (Indicates that a required field was missed at the time of saving.)
Character Limit Display	4000 (shows a 4000 character limit)

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with an asterisk (*) are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selection beginning with that letter will appear in the box.

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Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Add	Must be pressed first to add new information to a form
Save	Adds the information on the form to Connecticut Prevention.
Delete	Removes the information currently on the form from Connecticut Prevention
Cancel	Cancels the Add or Edit without saving any information entered.

Additional Feature Buttons

Each page within the application offers additional help to the user. Click on one of the icons to receive the help needed.

	Opens an Excel spreadsheet displaying the information on the Listing page or report.
	Opens a Word document displaying the information on the Listing page or report.
	Opens a PDF file displaying the information on the report.
	Opens an Excel file displaying raw data of a report.
	Prints the information currently on the form
	Shows additional information about the field
	Spell Checks the field
Show Page Info	Shows helpful information about the page.
Hide Page Info	Hides the information about the page

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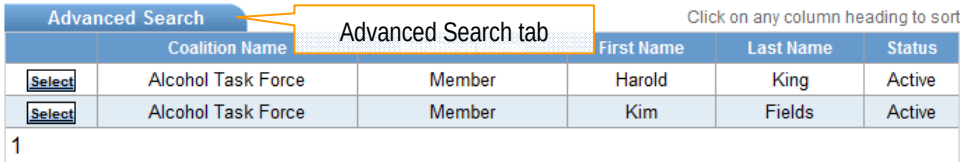
Advanced Search

Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (**Advanced Search**) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., First Name) at the top of the table.

Using the Advanced Search

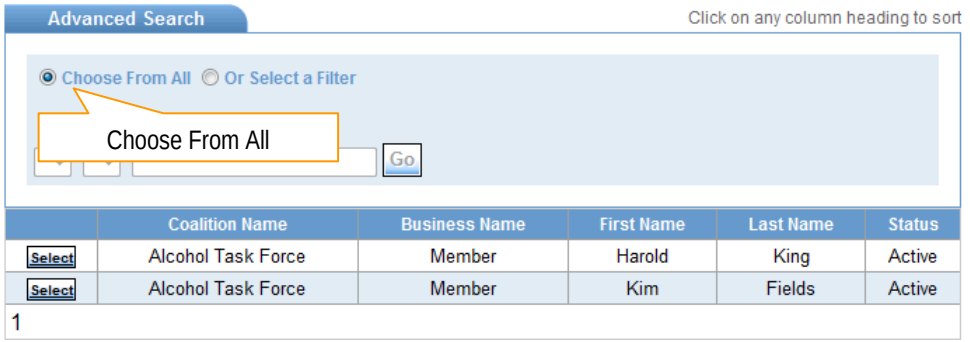
1. Click the Advanced Search (**Advanced Search**).



This is a screenshot displaying the Coalition Member List Listing Page

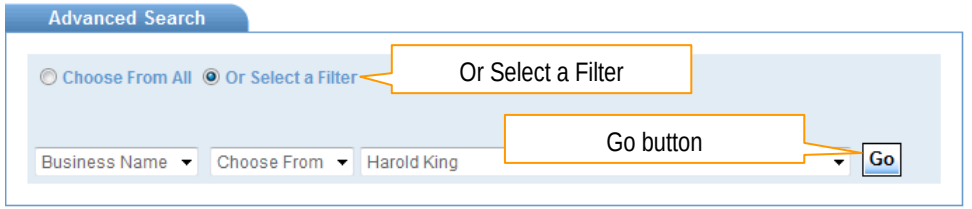
There are two ways to use the search feature: 1) **Choose From All** or 2) **Or Select a Filter**.

2. Select the Choose From All (**Choose From All**) radio button to see a list of all of the data saved.



This is a screenshot displaying the Coalition Member List Listing Page

3. The Or Select a Filter (**Or Select a Filter**) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (**Or Select a Filter**) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (**Go**) button to see the search results.



This is a partial screenshot displaying the Coalition Member List Listing Page

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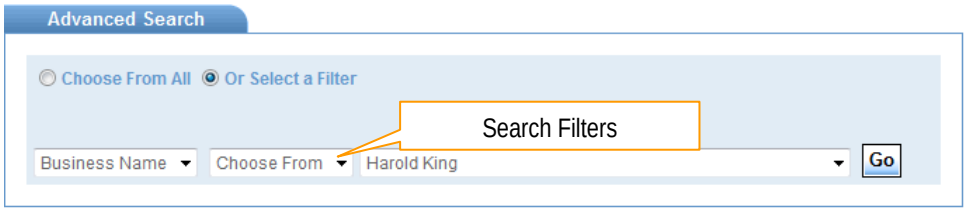
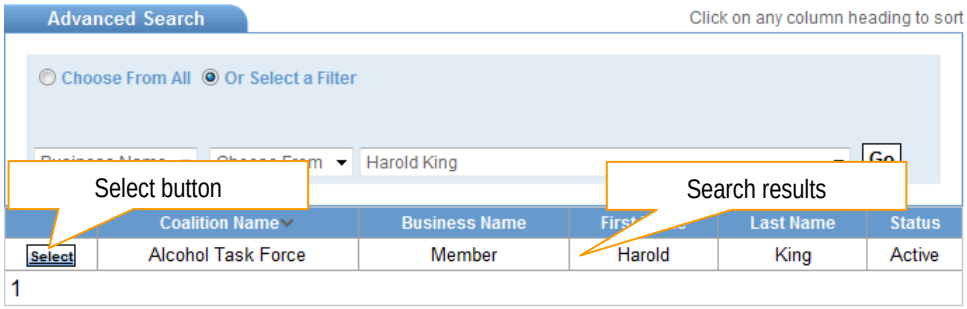
4. The three search filters are used in the following method:
    a. The first search filter will display the search categories to select from.
    b. The second search filter allows you to select how you would like to filter the search results.
    c. The third search filter is the search criteria (i.e, Danbury Youth Pride as the Business Name).



5. Once you have clicked the Choose From All (Choose From All) radio button or used the Or Select a Filter (Or Select a Filter) option, you will see a list of data. Click the Select (Select) button next to the line of data that represents the data to be viewed or edited.
6. After you click the Select (Select) button you will be taken to the Edit Form. This page will be in Edit mode. Make any changes needed to the form, if applicable. Click the Save (Save) button to save those changes.



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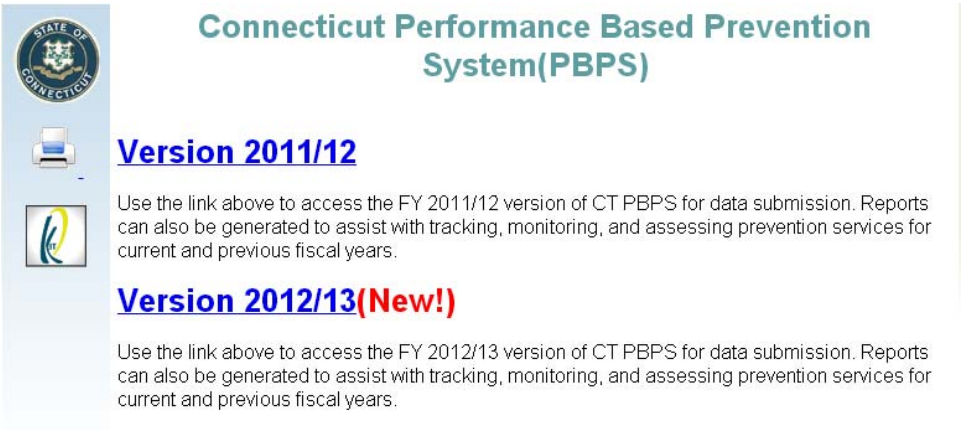
LOGIN PROCEDURE

To login to Connecticut PBPS

1. Connect to the Internet and open an internet browser (preferably Internet Explorer).
2. Type in this web site, https://ctprev.kithost.net/ctprevent and press **Enter** on your keyboard
3. Choose the year you want to work on.
    a. Choose the **Version** 2011/12 to view or enter data for 2011-2012.
    b. Choose the **Version** 2012/13 to view or enter data for 2012-2013.


Connecticut Performance Based Prevention System(PBPS)
Version 2011/12
Use the link above to access the FY 2011/12 version of CT PBPS for data submission. Reports can also be generated to assist with tracking, monitoring, and assessing prevention services for current and previous fiscal years.
Version 2012/13(New!)
Use the link above to access the FY 2012/13 version of CT PBPS for data submission. Reports can also be generated to assist with tracking, monitoring, and assessing prevention services for current and previous fiscal years.

4. Enter the username (login name) provided by your acting administrator in the **User ID*** field.
5. Enter the password in the **Password** field.
6. Enter the provider ID in the **Provider ID** field.
7. Click the **Login** (**Login**) button.

To log out of the application, click the [Log Off] (**Logout**) link in the upper right hand corner.

(This is a screenshot displaying the Login Page.)

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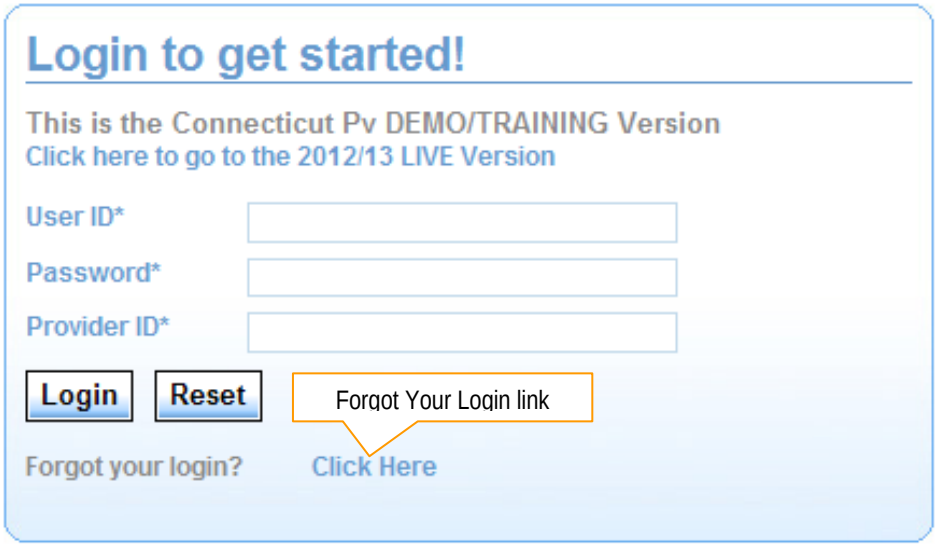
Tips

- The User IDs are NOT case sensitive.
- Passwords ARE case sensitive.
- If you make a mistake entering the login information, use the Reset (Reset) button to delete what was entered.

Forgot Your Login?

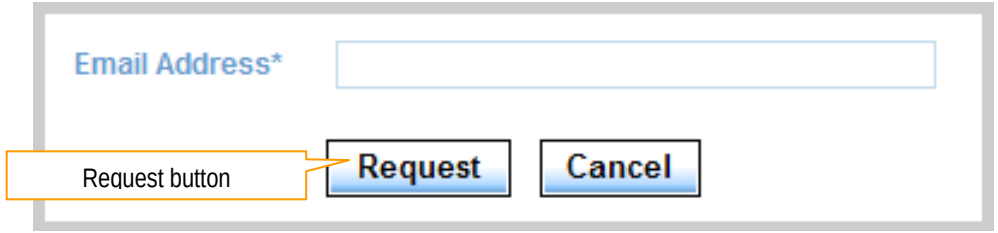
If you are unable to log into Connecticut PBPS due to forgetting your User ID or Password, you can retrieve this information by clicking the link next to "Forgot your login?" entitled Click Here.



Screenshot displaying the Login Screen

1. Enter the email address associated with your registered staff account in the Email field.
2. Click the Request (Request) button.
   *Note: Click the Cancel (Cancel) button to cancel the request.

Note: You will receive a reply with your login information as long as the email address entered matches the address provided in the Staff/User module.



Screenshot displaying the Forgot your Login Screen

Tips

- You must be previously registered for the Forgot Your Login? feature to work.

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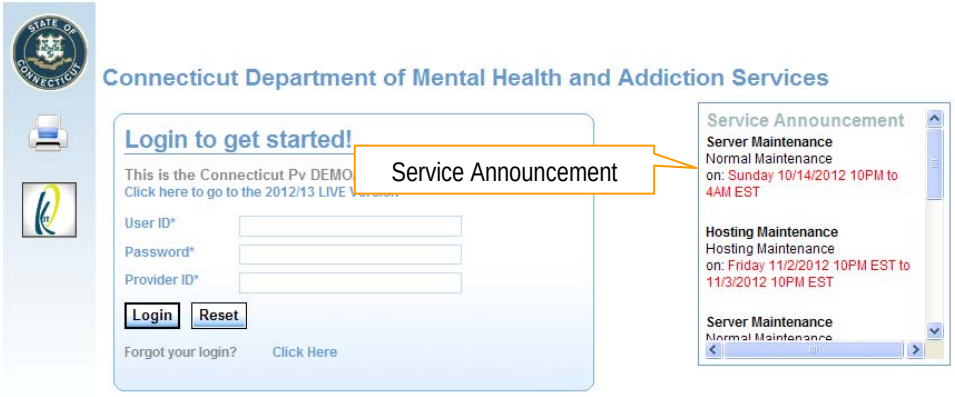
Service Announcement

The Service Announcements that are located on the Login Page are there to notify users that Connecticut PBPS is receiving any necessary server updates. Connecticut PBPS may be down for a short period of time which means you will not be able to log into the application at that time.

Server Maintenance typically occurs once a month.



Screenshot displaying the Login Screen

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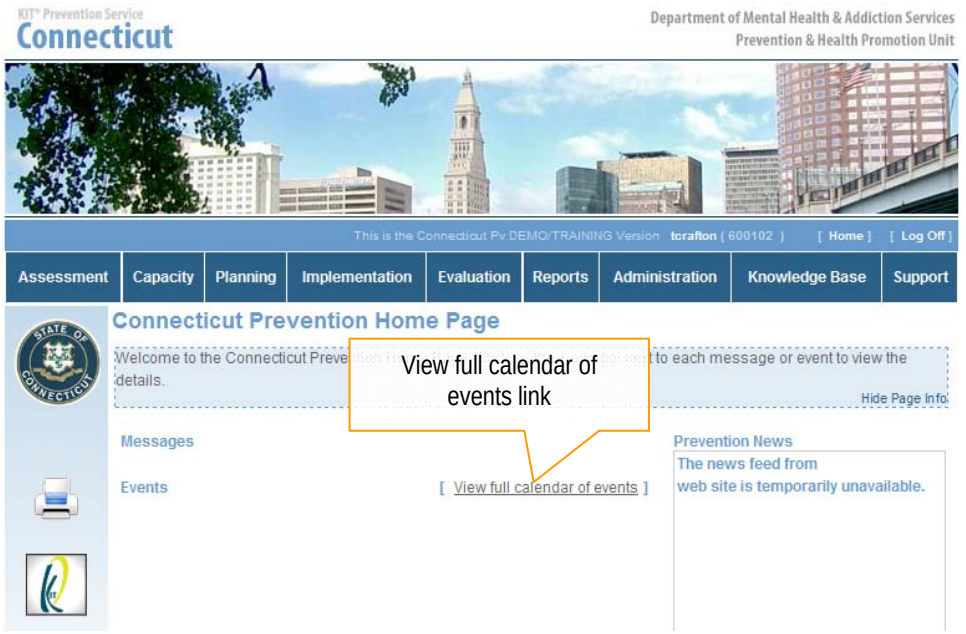
HOME

The Home screen provides the county/provider with important Messages, upcoming Events and links to News regarding prevention.

1. To view a **Message** or **Event** description, click on the + next to the Message/Event title.
   *Note: Messages are placed on the Home screen by ADP
   a. The + will become a -.
   b. To close the description, click on the -.
2. To view a Prevention News article, click on the title of the article.
   *Note: The title of the article is underlined indicating a link.
3. Click on the link entitled View full calendar of events to see a full month's display of events.
   *Note: The Events are added to the Home page at the state level.



Sample screenshot displaying the Home Page

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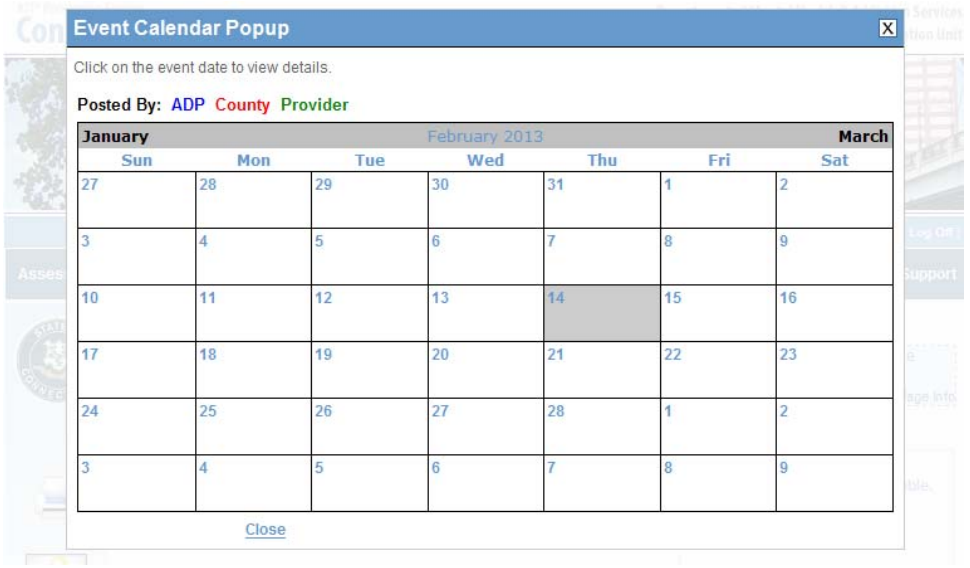
a. A new screen will appear displaying the Calendar.
b. To view the Event details for a particular day, click on the calendar date (e.g., **7**)
c. Switch to the previous or next month by selecting the link located to the right and left of the month's name.
d. To close the calendar, click on the [X] in the upper right hand corner.


Event Calendar Popup
Click on the event date to view details.
Posted By: ADP County Provider
January
February 2013
March
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 1 2
3 4 5 6 7 8 9
Close

Screenshot displaying the Calendar

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ASSESSMENT

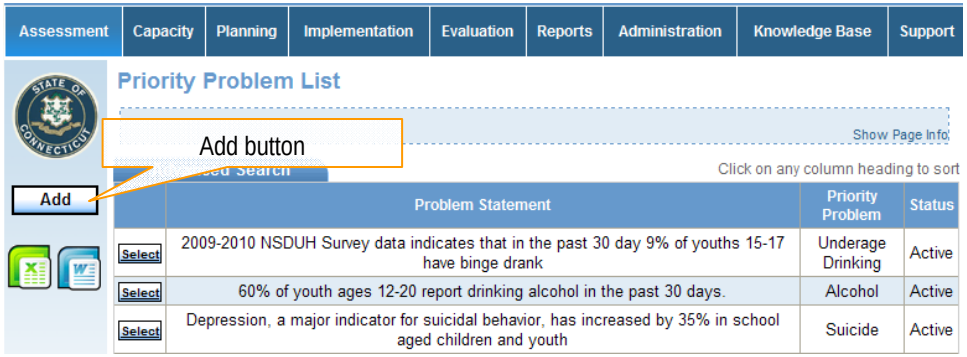
The Assessment module provides collection, interpretation and analysis of relevant data to define the magnitude and locations of problems within a geographic area/community, and identify at risk and underserved populations and environmental risks. This module also allows counties/providers to identify the priority problems that need to be addressed within their community.

Priority Problem

The Priority Problem module is used to identify priority problems that need to be addressed within your community based on assessment results.

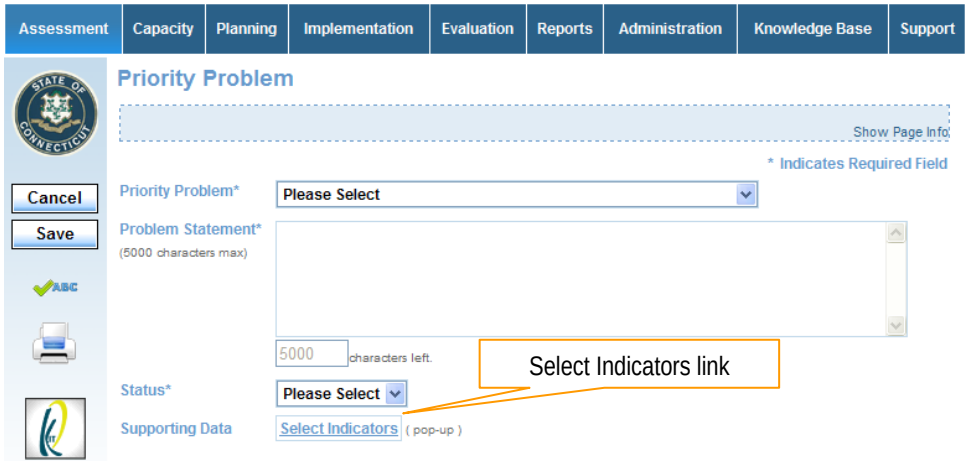
Adding a Priority Problem

1. Click **Assessment** from the main menu.
2. Click **Priority Problem** from the Assessment Landing Page.
3. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Priority Problem Listing Page

4. Select the priority problem from the **Priority Problem*** dropdown list.
5. Enter a description of the priority problem in the **Problem Statement*** field.
6. Select a **Status*** from the dropdown list.
   a. *Active*: The problem statement is in use.
   b. *Cancelled*: The problem statement is no longer in use and was not completed.
   c. *Completed*: The problem statement is no longer in use.
7. Enter the assessment tools used to determine this problem statement by clicking the Select Indicators (**Select Indicators**) link. A new screen will appear.



This is a screenshot displaying the Priority Problem Edit Form

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a. Select the assessment tool(s) that was used to conduct the needs assessment by checking the box next to the assessment tool name (e.g., Surveys, Local/State Data Sources, etc.).
    i. To remove an assessment tool, uncheck the assessment tool name.
    ii. If *Other* is checked, a box will appear asking for details regarding that assessment tool. Enter the appropriate information in the box.
b. Click the Save (Save) button.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.

8. Click the Save (Save) button from the left toolbar.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.

Check the box indicating the type of tool(s) utilized and provide additional details in the text box.
Save button
Save
Cancel
Early age of onset of alcohol use
Perception of great risk of harm of regular use of alcohol
Parental disapproval of alcohol use by youth
Alcohol Use in past month among persons age 12 and Older
Perceptions of great risk of having five or more drinks of an alcoholic beverage once or twice a week among persons age 12 and older
Students who had their first drink of alcohol before age 13 years
Students who had at least one drink of alcohol on one or more of the past 30 days
Adults who have had at least one drink of alcohol within the past 30 days
Binge drinking in past month among persons age 12 and older
Students who had five or more drinks of alcohol in a row within a couple of hours, on one or more of the past 30 days
This is a screenshot displaying the Assessment Tools Screen

Tips

- If you have a pop-up blocker on your computer, hold the CTRL (Control) key down on your computer while selecting the Select Indicators (Select Indicators) link.

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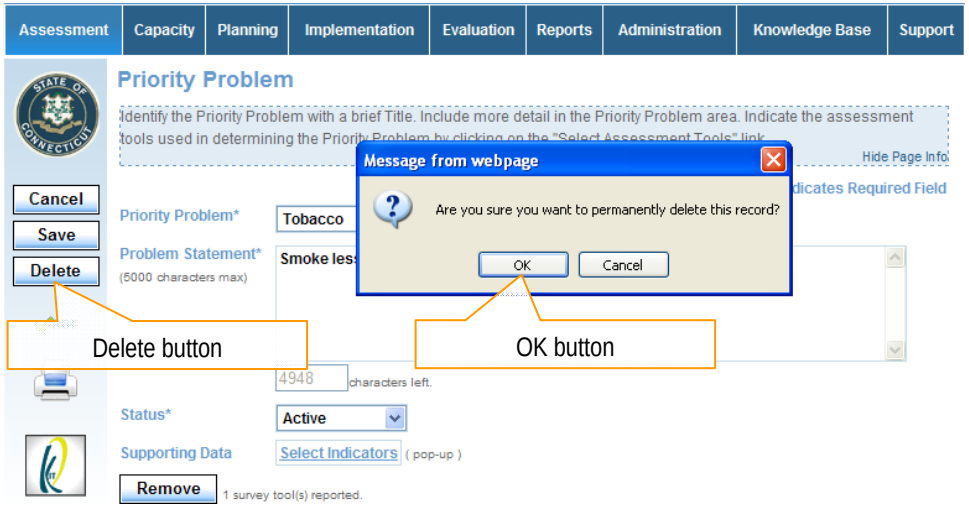
Editing a Priority Problem

1. Click **Assessment** from the main menu.
2. Click **Priority Problem** from the Assessment Landing Page.
3. From the Listing page, select the Problem Statement that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
   a. Remove all the assessment tools by clicking the Remove (**Remove**) button or click the **Select Indicators** link and add or remove individual assessment tools by checking or un-checking appropriate assessment boxes.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.

This is a screenshot displaying the Priority Problem Listing Page

Deleting a Priority Problem

1. Click **Assessment** from the main menu.
2. Click **Priority Problem** from the Assessment Landing Page.
3. From the Listing page, select the Problem Statement that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Priority Problem Listing Page

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Tips

- For help locating a record, use the Advanced Search feature. See the Advanced Search section for instructions.
- You will not be able to delete a Priority Problem once risk and protective factors have been associated with it.

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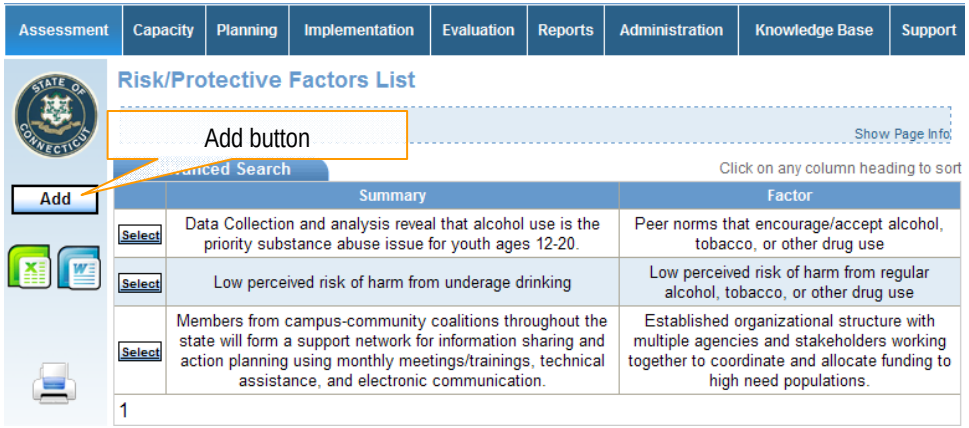
Risk/Protective Factors

The Risk/Protective Factors module is used to enter identify and summarize the risk/protective factors of each problem statement.

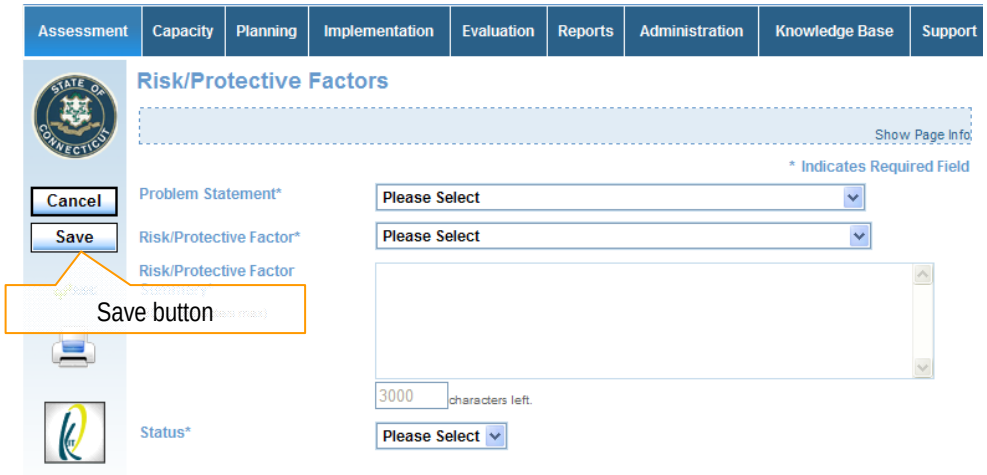
Adding a Risk/Protective Factor

1. Click **Assessment** from the main menu.
2. Click **Risk/Protective Factors** from the Assessment Landing Page.
3. Click the Add (**Add**) button from the left toolbar.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Risk/Protective Factors List
Add button
Show Page Info
Add
Click on any column heading to sort
Summary
Factor
Select
Data Collection and analysis reveal that alcohol use is the priority substance abuse issue for youth ages 12-20.
Peer norms that encourage/accept alcohol, tobacco, or other drug use
Select
Low perceived risk of harm from underage drinking
Low perceived risk of harm from regular alcohol, tobacco, or other drug use
Select
Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance, and electronic communication.
Established organizational structure with multiple agencies and stakeholders working together to coordinate and allocate funding to high need populations.
1

This is a screenshot displaying the Risk/Protective Factors Listing Page.

4. Select the problem statement from the **Problem Statement*** dropdown list.
5. Select the risk or protective factor you are targeting from the **Risk/Protective Factor*** dropdown list.
6. Enter a summary of the risk or protective factor in the **Risk/Protective Factor Summary*** field.
7. Select a **Status*** from the dropdown list.
    a. *Active*: The risk/protective factor is in use.
    b. *Cancelled*: The risk/protective factor is no longer in use and was not completed.
    c. *Completed*: The risk/protective factor is no longer in use.
8. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Risk/Protective Factors Edit Form

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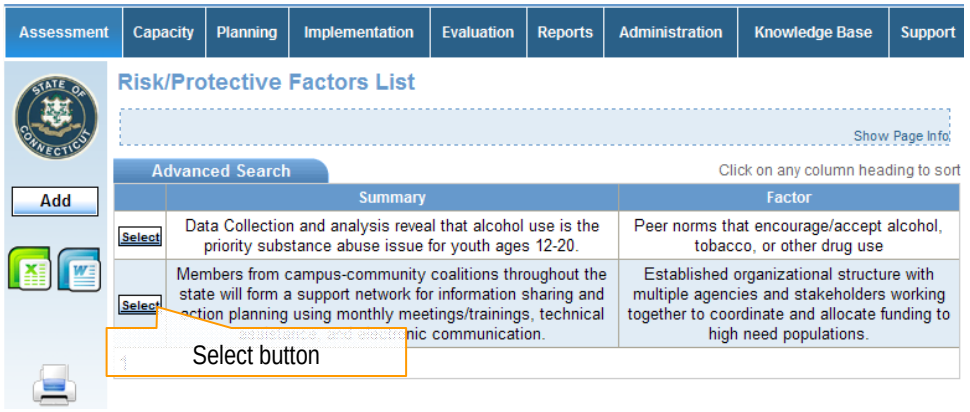
Editing a Risk/Protective Factor

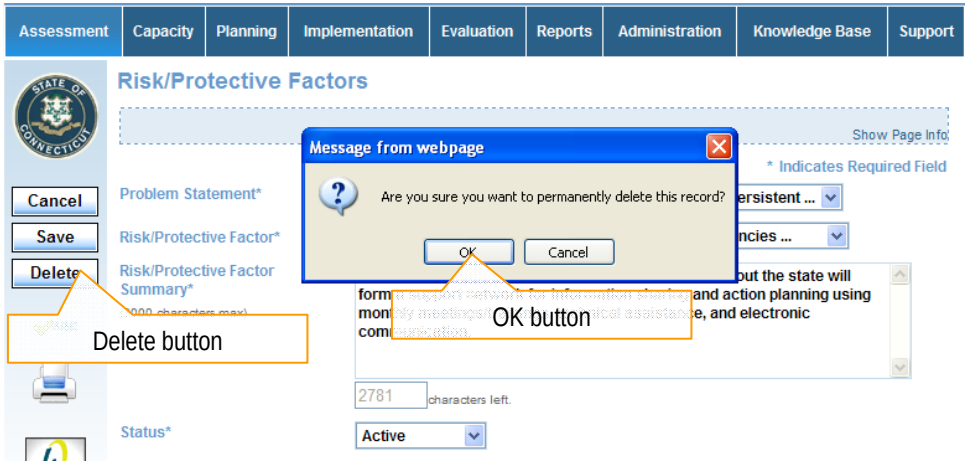
1. Click **Assessment** from the main menu.
2. Click **Risk/Protective Factors** from the Assessment Landing Page.
3. From the Listing page, select the Risk/Protective Factor that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Risk/Protective Factors List
Show Page Info
Add
Advanced Search
Click on any column heading to sort
Summary
Factor
Select
Data Collection and analysis reveal that alcohol use is the priority substance abuse issue for youth ages 12-20.
Peer norms that encourage/accept alcohol, tobacco, or other drug use
Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance and electronic communication.
Established organizational structure with multiple agencies and stakeholders working together to coordinate and allocate funding to high need populations.
Select button

This is a screenshot displaying the Risk/Protective Factors Listing page

Deleting a Risk/Protective Factor

1. Click **Assessment** from the main menu.
2. Click **Risk/Protective Factors** from the Assessment Landing Page.
3. From the Listing page, select the Risk/Protective Factor that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a partial screenshot displaying the Risk/Protective Factors Edit Form

Tips

- For help locating a record, use the Advanced Search feature. See the Advanced Search section for instructions.
- You will not be able to delete a Risk/Protective Factor once short term outcomes have been associated with it.

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CAPACITY

The Capacity module allows the county/provider to enter their partnerships/coalitions and keep track of coalition and/or staff meetings. **All modules under Capacity are optional for the provider**.

Coalition Information

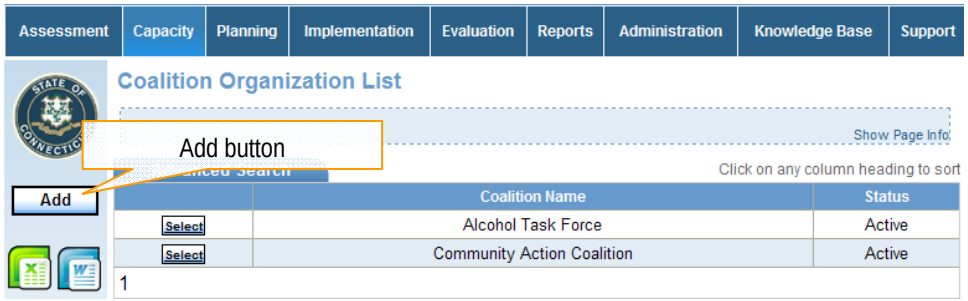
The Coalition Information module is used to identify partnering coalitions, coalition members and coalition subgroups/subcommittees.

Coalition

The Coalition module is used to identify the provider's partnering coalitions.

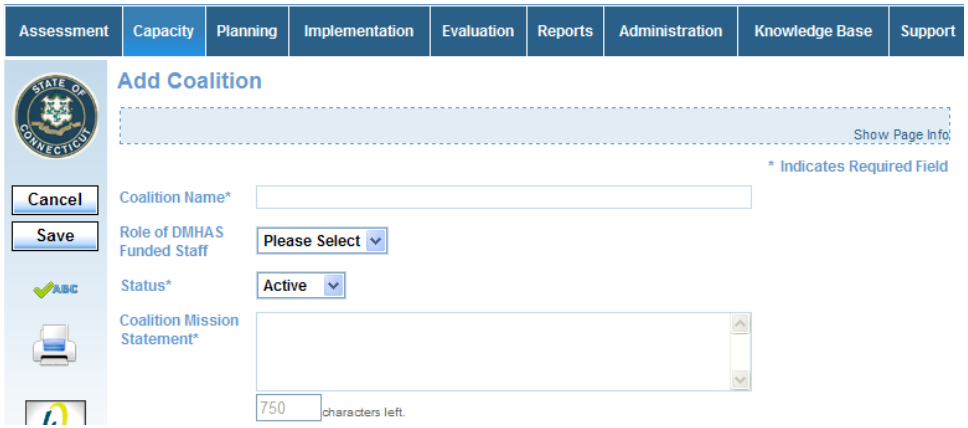
Adding a Coalition

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition** from the category list.
4. Click the Add (**Add**) button from the left toolbar..



This is a screenshot displaying the Coalition Listing Page

5. Enter the name of the coalition in the **Coalition Name*** field.
6. Select the relationship between the coalition and provider in the **Role of DMHAS Funded Staff*** dropdown list.
7. Select a **Status*** from the dropdown list.
   a. If *Inactive* is selected, enter the date the coalition expired in the **Date Expired*** field as mm/dd/yyyy.
   b. Enter a reason for withdrawal in the **Withdraw Reason*** field.
8. Type in the mission statement of the coalition in the **Coalition Mission Statement** field.



This is a partial screenshot displaying the Coalition Edit Form

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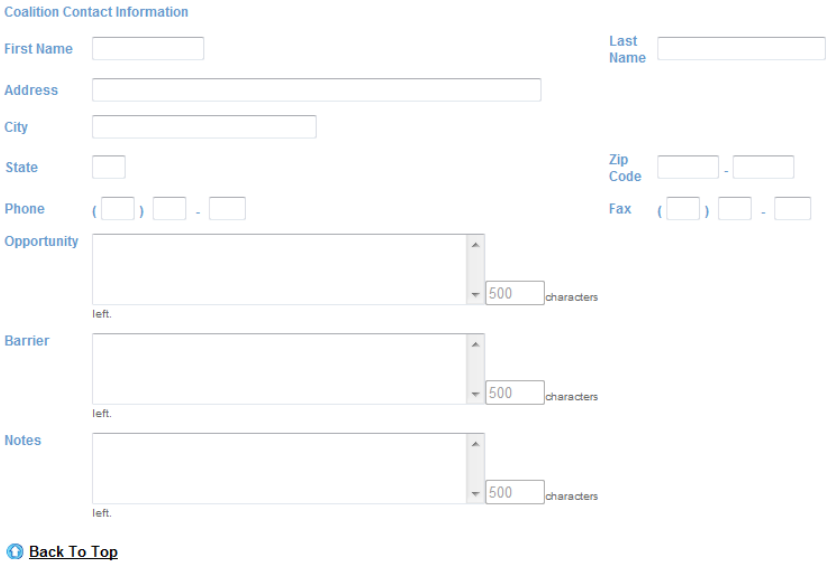
9. If desired, enter the contact information for the coalition, which includes the First and Last Name, Address, City, State, Zip Code, Phone, and Fax.
10. If desired, enter any Opportunity, Barrier, and Notes you wish to add for the coalition.
11. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.



This is a partial screenshot displaying the Coalition Edit Form

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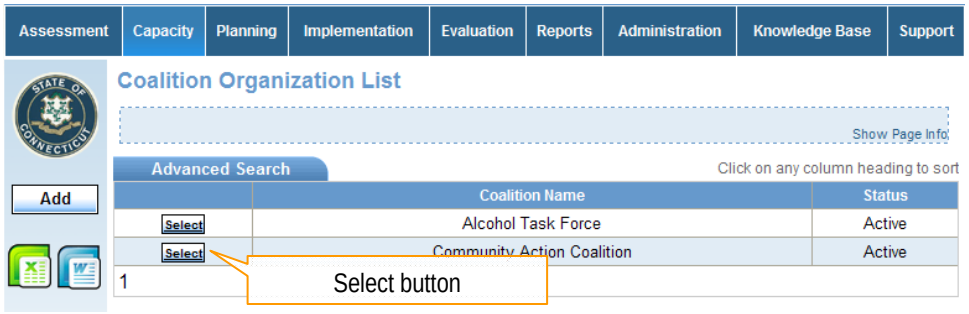
Editing a Coalition

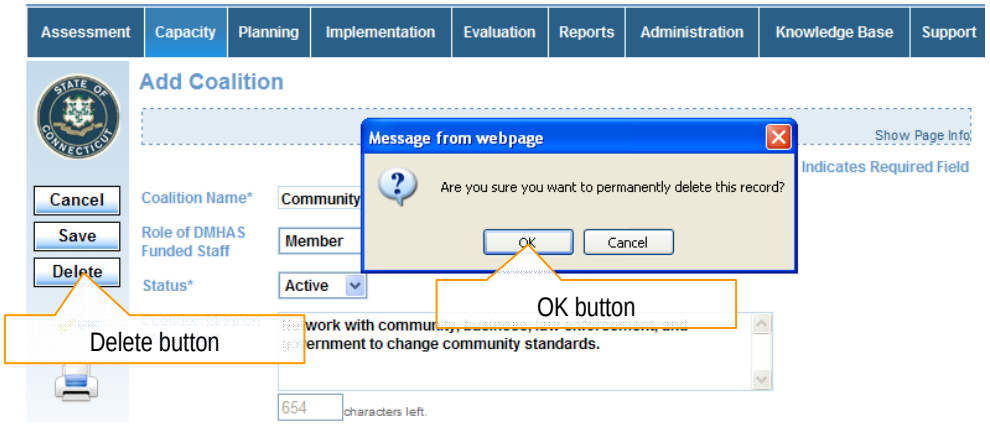
1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition** from the category list.
4. From the Listing page, select the Coalition Name that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Make any changes needed to the details.
6. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Organization Listing Page

Deleting a Coalition

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition** from the category list.
4. From the Listing page, select the coalition that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Click the Delete (**Delete**) button from the left toolbar.
6. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Edit Form

Tips

- You will not be able to delete a coalition if it is associated with a member or subcommittee. In these instances, mark the coalition as *Inactive*.

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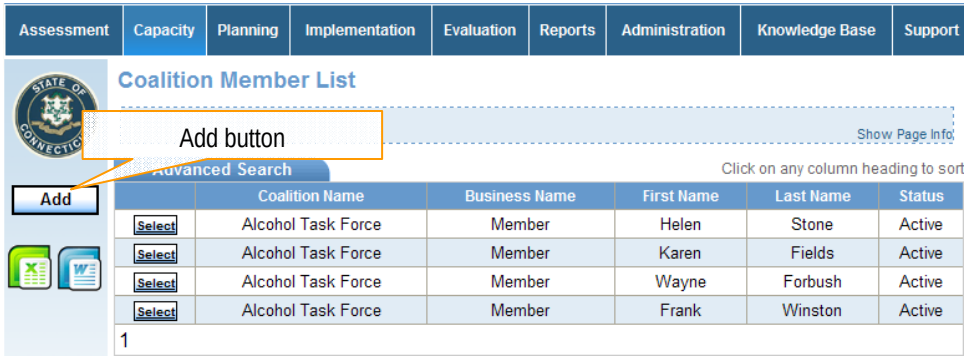
Coalition Membership

The Coalition Membership module is used to identify the individual or business members for each coalition.

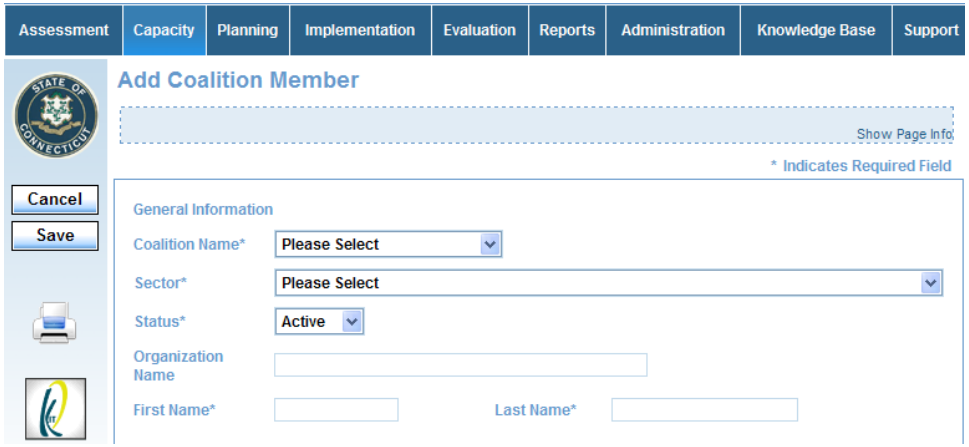
Adding a Coalition Member

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Membership** from the category list.
4. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Coalition Member Listing Page

5. Select the name of the coalition from the **Coalition Name*** dropdown list.
6. Select the sector the coalition advocates from the **Sector*** dropdown list.
7. Select a **Status*** from the dropdown list.
8. If desired, enter the name of the organization the member belongs to in the **Organization Name** field (if this is different from the Coalition's Name).
9. Enter the member's first name in the **First Name*** field.
10. Enter the member's last name in the **Last Name*** field.



This is a partial screenshot displaying the Coalition Member Edit Form

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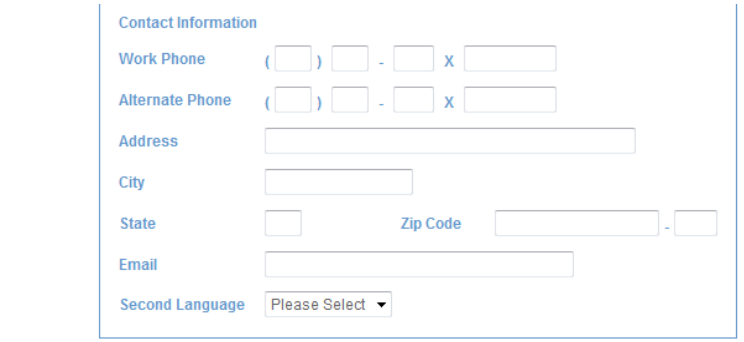
11. If desired, enter the contact information for the coalition member, which includes the Work Phone, Alternative Phone, Address, City, State, Zip Code, Email and Second Language.
12. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.



Back To Top

This is a partial screenshot displaying the Coalition Member Edit Form

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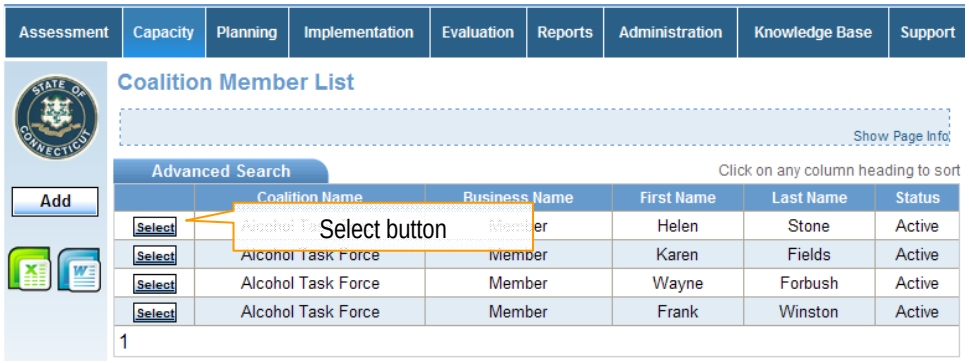
Editing a Coalition Member

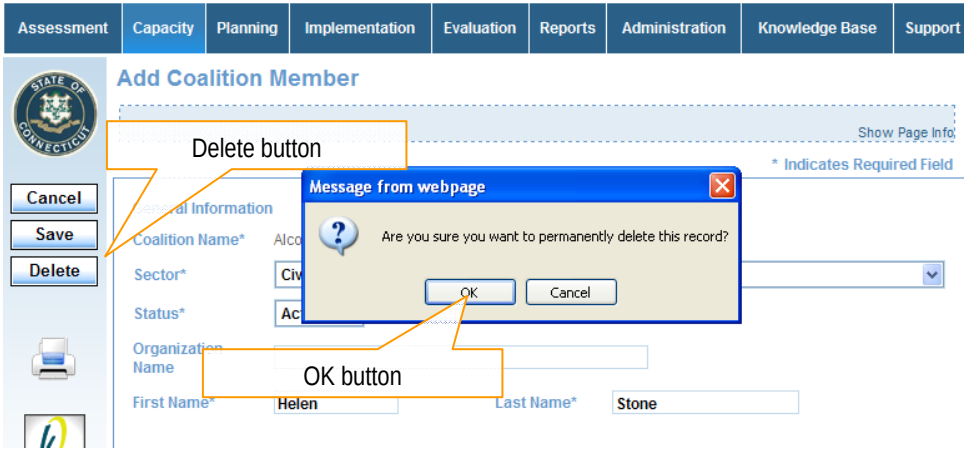
1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Member** from the category list.
4. From the Listing page, select the coalition member that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Make any changes needed to the details.
6. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Member Listing Page

Deleting a Coalition Member

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Member** from the category list.
4. From the Listing page, select the coalition member that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Click the Delete (**Delete**) button from the left toolbar.
6. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Member Edit Form

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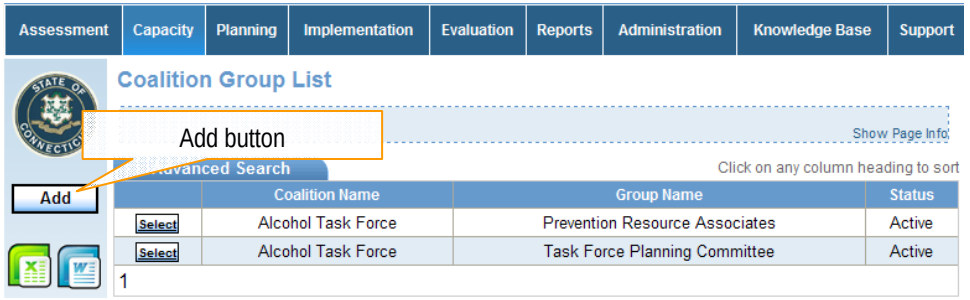
Coalition Subgroups

The Coalition Subgroups module is used to assign individual members to a coalition subgroup.

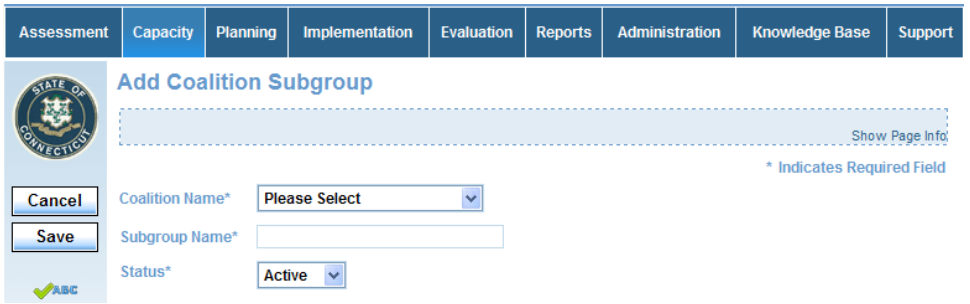
Adding a Coalition Subgroup

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Membership** from the category list.
4. Click the Add (**Add**) button from the left toolbar.



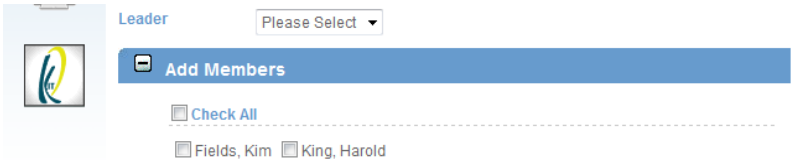
This is a screenshot displaying the Coalition Subgroup Listing Page

5. Select the name of the coalition from the **Coalition Name*** dropdown list.
6. Enter the name of the subgroup in the **Subgroup Name*** field.
7. Select a **Status*** from the dropdown list.



This is a partial screenshot displaying the Coalition Subgroup Edit Form

8. Select the members to be part of the subgroup from the **Subgroup Members** section.
   a. Select a leader of the subgroup from the **Leader** dropdown list.
      *Note: The member selected as the leader is automatically checked under **Add Members**.
   b. Click on the ⊞ next to **Add Members** to view all of the coalition members registered.
      *Note: Once the members are in view, the ⊞ becomes a ⊟.
   c. Select those members that are a part of the subgroup by selecting the checkbox next to the member's name.
      *Note: If all members are to be part of the subgroup, clicking the **Check All** selection



This is a partial screenshot displaying the Coalition Subgroup Edit Form

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will check all of the member names.

i. To remove a member, uncheck the member's name.

9. Click the Save (Save) button from the left toolbar.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.

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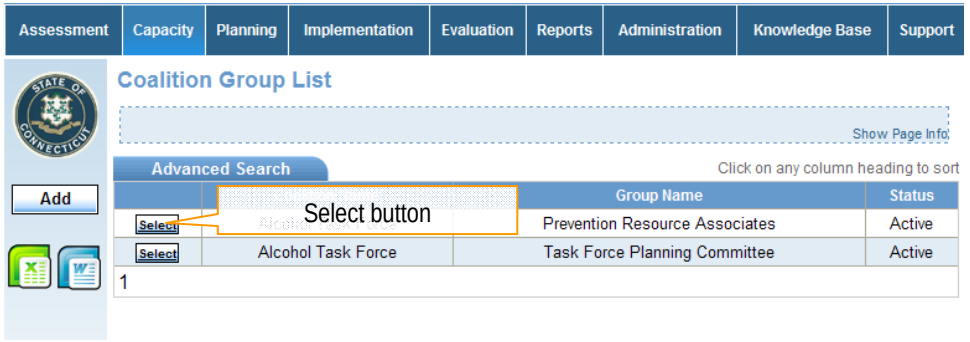
Editing a Coalition Subgroup

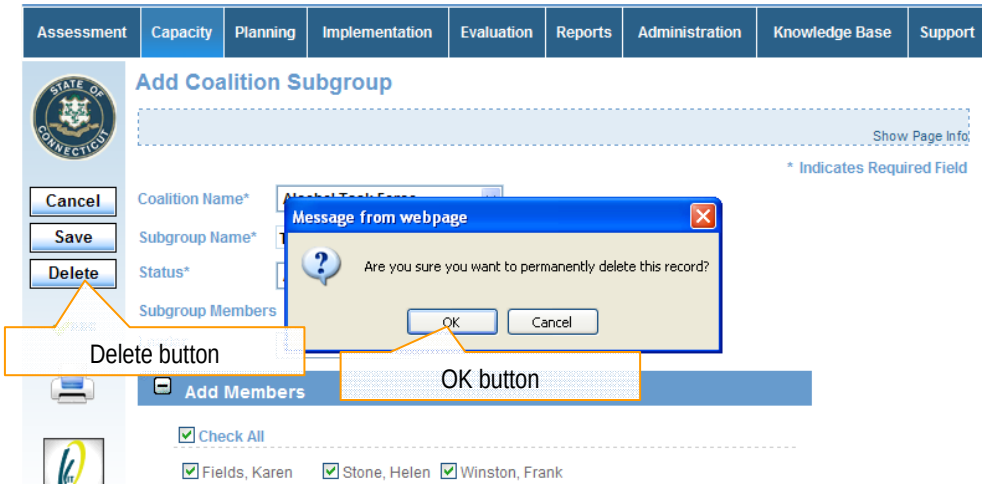
1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Subgroup** from the category list.
4. From the Listing page, select the Group Name that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Make any changes needed to the details.
6. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Subgroup Listing Page

Deleting a Coalition Subgroup

1. Click **Capacity** from the main menu.
2. Click the ⊞ (**Plus Sign**) to expand the **Coalition Information** submenu.
3. Click **Coalition Subgroup** from the category list.
4. From the Listing page, select the Group Name that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
5. Click the Delete (**Delete**) button from the left toolbar.
6. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Subgroup Edit Form

Tips

- You will not be able to delete a coalition subgroup if it is identified in a Coalition Meeting or Training/Technical Assistance. In these instances, mark the subgroup as ***Inactive***.

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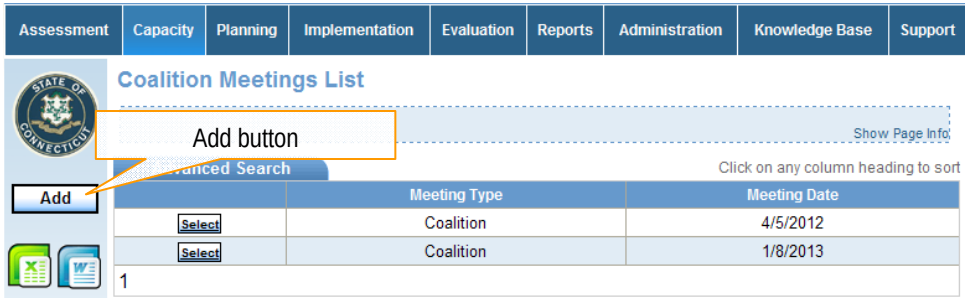
Coalition Meetings

The Coalition Meetings module is used to record any meetings that may occur between coalitions.

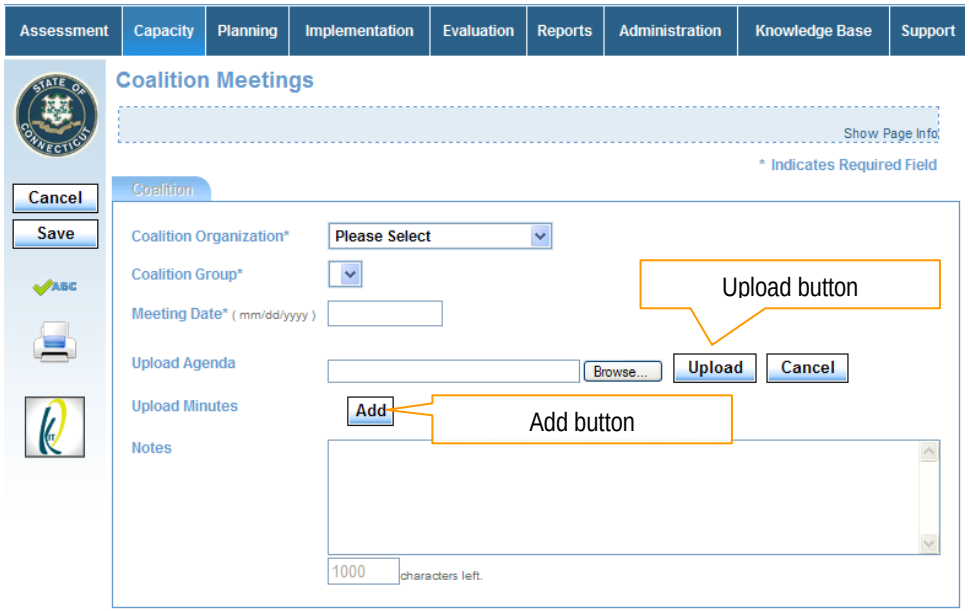
Adding a Coalition Meeting

1. Click **Capacity** from the main menu.
2. Click the **Coalition Meetings** submenu.
3. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Coalition Meetings Listing Page

4. Select the name of the coalition from the **Coalition Organization*** dropdown list.
5. Select the subgroup the meeting is associated with from the **Coalition Group*** dropdown list.
6. Enter the date of the meeting in the **Meeting Date*** field as mm/dd/yyyy.
7. Click the Add (**Add**) button to the right of **Upload Agenda** or **Upload Minutes** to add a coalition meeting agenda or minutes.
    a. Click the Browse... (**Browse**) button to locate a file on your computer.
    b. Select the document you wish to upload from the **Choose File to Upload** window and click the Open (**Open**) button.
    c. Click the Upload (**Upload**) button.
    *Note: To cancel the upload, click the Cancel (**Cancel**) button.
    d. The file path will appear in the **Upload Agenda** or **Upload Minutes** field.
8. If desired, type in any additional information regarding this meeting in the **Notes** field.
9. Click the Save (**Save**) button from the left toolbar.
*Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Meetings Edit Form

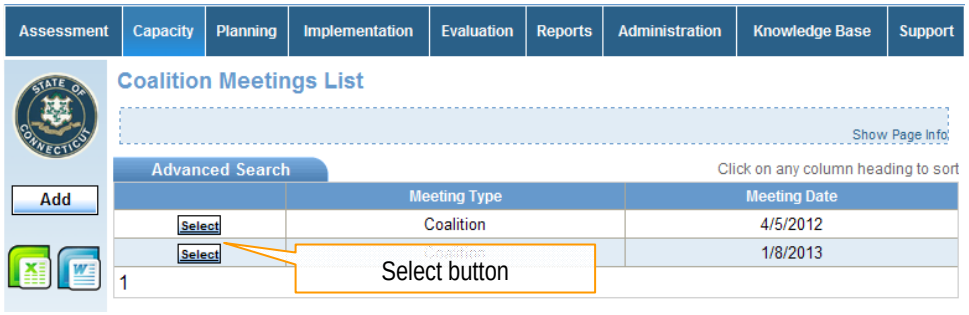
© KIT Solutions® 2013

Tips

- When entering a Coalition meeting, there is a group called *General* in the Coalition Group dropdown list. This should used when the meeting is not associated with an identified coalition subgroup.

Editing a Coalition Meeting

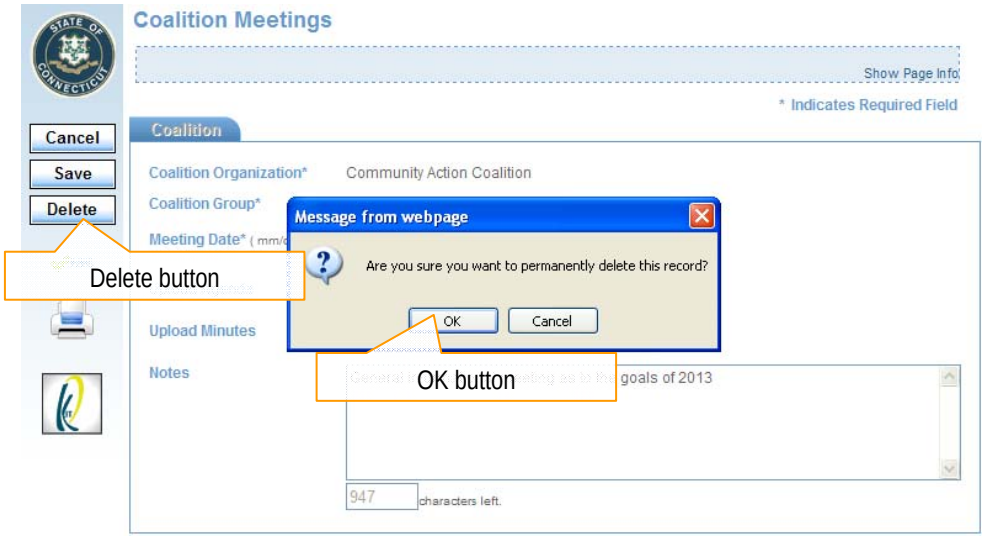
1. Click **Capacity** from the main menu.
2. Click the **Coalition Meetings** submenu.
3. From the Listing page, select the coalition meeting that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
   a. Click the Add/Edit (**Add/Edit**) button to change the uploaded agenda or minutes file.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Meetings Listing Page

Deleting a Coalition Meeting

1. Click **Capacity** from the main menu.
2. Click the **Coalition Meetings** submenu.
3. From the Listing page, select the coalition meeting that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Coalition Meetings Edit Form

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PLANNING

The Planning module allows the county/provider to develop a comprehensive strategic plan and to enter their long and short term outcomes and action steps.

Long Term Outcomes

The Long Term Outcomes module is used to identify long term outcomes associated with problem statements.

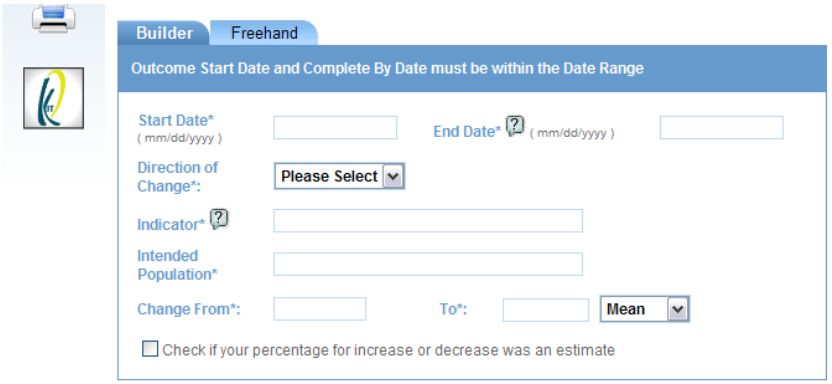
Adding a Long Term Outcome

1. Click **Planning** from the main menu.
2. Click the **Long Term Outcome** submenu.
3. Click [Add New Outcome] (**Add New Outcome**) to the right of the appropriate Problem Statement.

Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Add Long Term Outcome
[Add New Outcome] Link
1. 2009-2010 NSDUH Survey data indicates that in the past 30 day 9% of youths 15-17 have binge drank
[Add New Outcome]
2. 60% of youth ages 12-20 report drinking alcohol in the past 30 days.
[Add New Outcome]
3. Depression, a major indicator for suicidal behavior, has increased by 35% in school aged children and youth
[Add New Outcome]

This is a screenshot displaying the Long Term Outcome Listing Page.

4. To enter an increase/decrease outcome, select the Builder tab and use the following instructions:
    a. Enter the date the outcome began in the **Start Date*** field as mm/dd/yyyy.
    b. Enter the date the outcome is scheduled to be completed in the **End Date*** field as mm/dd/yyyy.
    c. Select a **Direction of Change*** from the dropdown list.
    d. Enter an indicator in the **Indicator*** field.
    e. Enter the target population served in the **Intended Population*** field.
    f. Insert values for baseline and desired outcome in the **Change From*** and **To*** fields.
    g. Select *Mean*, *Percent*, or *Total* from the dropdown list to define the Change.
    h. If the baseline value is an estimate, check the **Check if your percentage for increase or decrease was an estimate** checkbox.
    *Note: Actual baseline values will need to be reported in the Evaluation module.



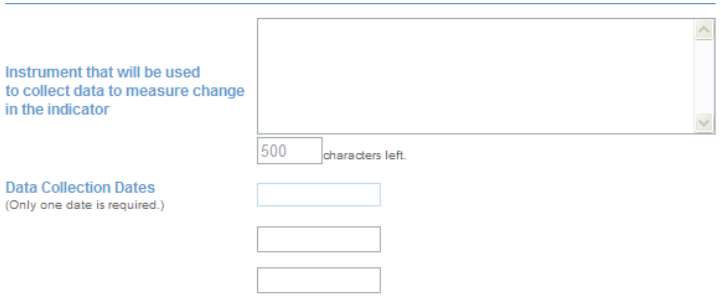
This is a screenshot displaying the Builder fields on the Add Long Term Outcome Edit Form

© KIT Solutions® 2013

5. To enter all other types of outcomes, select the Freehand tab and use the following instructions:
    a. Enter the date the outcome began in the **Start Date*** field as mm/dd/yyyy.
    b. Enter the date the outcome is scheduled to be completed in the **End Date*** field as mm/dd/yyyy.
    c. Type in the Long Term Outcome statement into the text field.

This is a screenshot displaying the Freehand fields on the Add Long Term Outcome Edit Form

6. Enter the name of the instruments used to measure the outcome in the **Instrument that will be used to collect data to measure change in the indicator** field.
7. Enter the date data collection will occur for the outcome in the **Data Collection Dates** field as mm/dd/yyyy. Only one date is required but you can enter up to three dates.
8. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.


Instrument that will be used to collect data to measure change in the indicator
500
characters left.
Data Collection Dates
(Only one date is required.)

This is a partial screenshot displaying the Add Long Term Outcome Edit Form

Tips

- When switching betweeen the two tabs (Builder and Freehand) any data that has been entered will be lost if it is not saved.
- Once an outcome has been saved as either a Builder outcome or a Freehand outcome, you cannot change the outcome type (Builder vs. Freehand).

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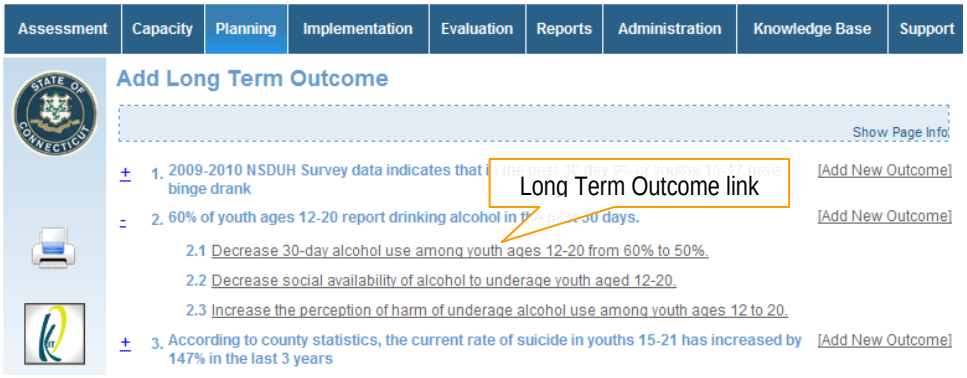
Editing a Long Term Outcome

1. Click **Planning** from the main menu.
2. Click **Long Term Outcome** from the submenu.
3. From the Listing page, click on the ± next to the appropriate problem statement to view all of the long term outcomes associated.
   *Note: Once the long term outcomes are in view, the ± becomes a − .
4. Select the outcome that you wish to edit by clicking the long term outcome link (e.g., 2.1).
5. Make any changes needed to the details.
6. Click the Save (Save) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Add Long Term Outcome
Show Page Info
1. 2009-2010 NSDUH Survey data indicates that
binge drank
[Add New Outcome]
2. 60% of youth ages 12-20 report drinking alcohol in
[Add New Outcome]
Long Term Outcome link
2.1 Decrease 30-day alcohol use among youth ages 12-20 from 60% to 50%.
2.2 Decrease social availability of alcohol to underage youth aged 12-20.
2.3 Increase the perception of harm of underage alcohol use among youth ages 12 to 20.
3. According to county statistics, the current rate of suicide in youths 15-21 has increased by 147% in the last 3 years
[Add New Outcome]
This is a screenshot displaying the Long Term Outcome Listing Page

Tips

- A Long Term Outcome cannot be deleted once it has been saved.

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Short Term Outcomes

The Short Term Outcomes module is used to identify short term outcomes associated with risk/protective factor summary.

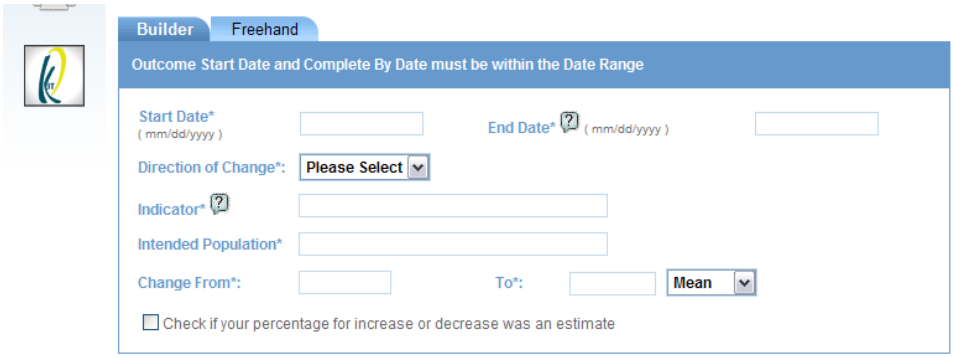
Adding a Short Term Outcome

1. Click **Planning** from the main menu.
2. Click the **Short Term Outcome** from the submenu.
3. Click [Add New Outcome] (**Add New Outcome**) to the right of the appropriate Risk/Protective Factor Summary.

Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Add Short Term Outcome
[Add New Outcome] link
1. Data Collection and analysis reveal that alcohol use is the priority substance abuse issue for youth ages 12-20.
[Add New Outcome]
2. Low perceived risk of harm from underage drinking
[Add New Outcome]
3. Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance, and electronic communication.
[Add New Outcome]

This is a screenshot displaying the Short Term Outcome Listing Page.

4. To enter an increase/decrease outcome, select the **Builder** tab and use the following instructions:
    a. Enter the date the outcome began in the **Start Date*** field as mm/dd/yyyy.
    b. Enter the date the outcome is scheduled to be completed in the **End Date*** field as mm/dd/yyyy.
    c. Select a **Direction of Change*** from the dropdown list.
    d. Enter an indicator in the **Indicator*** field.
    e. Enter the target population served in the **Intended Population*** field.
    f. Insert values for baseline and desired outcome in the **Change From*** and **To*** fields.
    g. Select *Mean*, *Percent*, or *Total* from the dropdown list to define the Change.
    h. If the baseline value is an estimate, check the **Check if your percentage for increase or decrease was an estimate** checkbox.
    *Note: Actual baseline values will need to be reported in the Evaluation module.



This is a screenshot displaying the Builder fields on the Add Short Term Outcomes Edit Form

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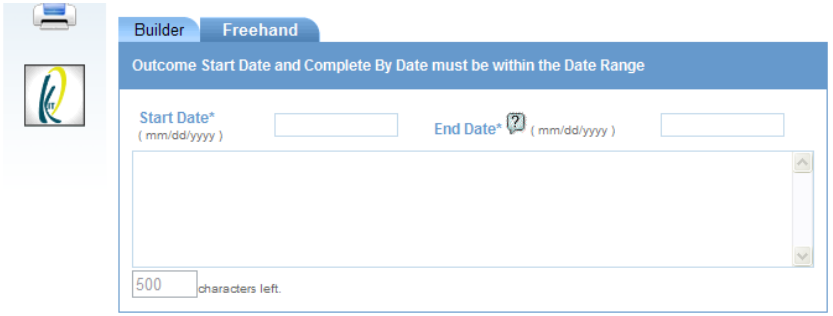
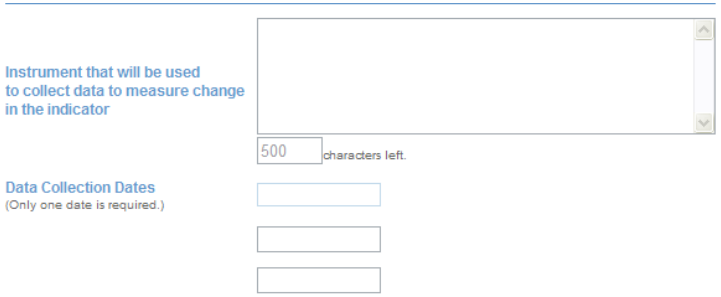
5. To enter all other types of outcomes, select the Freehand tab and use the following instructions:
    a. Enter the date the outcome began in the **Start Date*** field as mm/dd/yyyy.
    b. Enter the date the outcome is scheduled to be completed in the **End Date*** field as mm/dd/yyyy.
    c. Type in the Short Term Outcome statement into the text field.



This is a screenshot displaying the Freehand fields on the Add Short Term Outcome Edit Form

6. Enter the name of the instruments used to measure the outcome in the **Instrument that will be used to collect data to measure change in the indicator** field.
7. Enter the date data collection will occur for the outcome in the **Data Collection Dates** field as mm/dd/yyyy. Only one date is required but you can enter up to three dates.
8. Click the Save (**Save**) button from the left toolbar.
*Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.


Instrument that will be used to collect data to measure change in the indicator
500
characters left.
Data Collection Dates
(Only one date is required.)

This is a partial screenshot displaying the Add Short Term Outcome Edit Form

Tips

- When switching between the two tabs (Builder and Freehand) any data that has been entered will be lost if it is not saved.
- Once an outcome has been saved as either a Builder outcome or a Freehand outcome, you cannot change the outcome type (Builder vs. Freehand).

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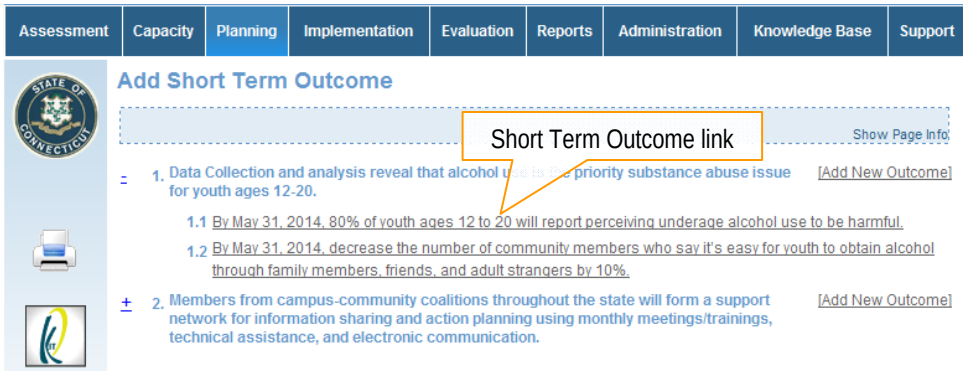
Editing a Short Term Outcome

1. Click **Planning** from the main menu.
2. Click **Short Term Outcome** from the submenu.
3. From the Listing page, click on the ± next to the appropriate factor summary to view all of the short term outcomes associated.
   *Note: Once the short term outcomes are in view, the ± becomes a − .
4. Select the outcome that you wish to edit by clicking the short term outcome link (e.g., 1.1).
5. Make any changes needed to the details.
6. Click the Save (Save) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Add Short Term Outcome
Short Term Outcome link
Show Page Info
1. Data Collection and analysis reveal that alcohol
priority substance abuse issue for youth ages 12-20.
[Add New Outcome]
1.1 By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
1.2 By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain alcohol through family members, friends, and adult strangers by 10%.
2. Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance, and electronic communication.
[Add New Outcome]

This is a screenshot displaying the Short Term Outcome Listing page

Tips

- A short term outcome cannot be deleted once it has been saved.

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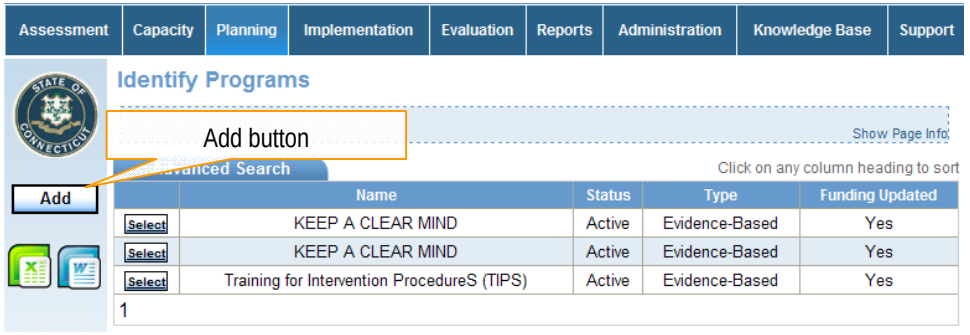
Programs/Strategies

The Programs/Strategies module is used to record selected programs and/or strategies that will be implemented.

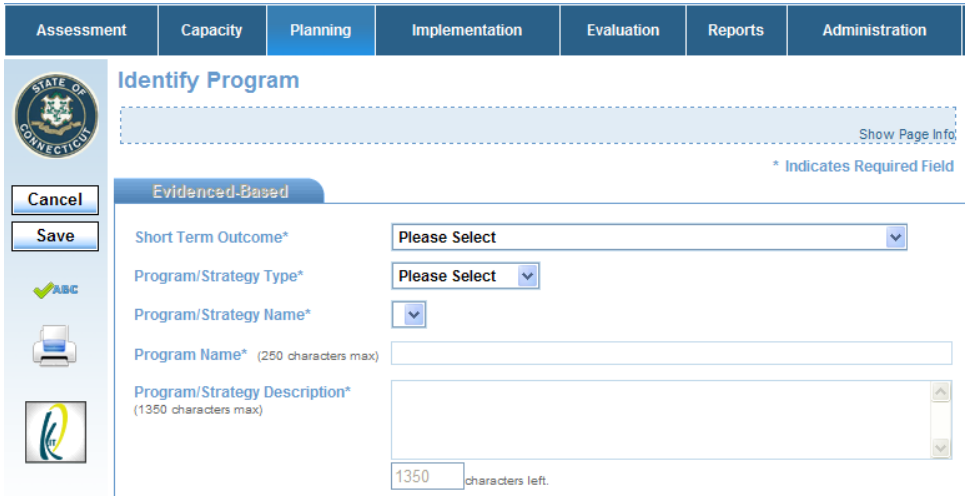
Adding a Program

1. Click **Planning** from the main menu.
2. Click **Programs/Strategies** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Identify Programs Listing Page

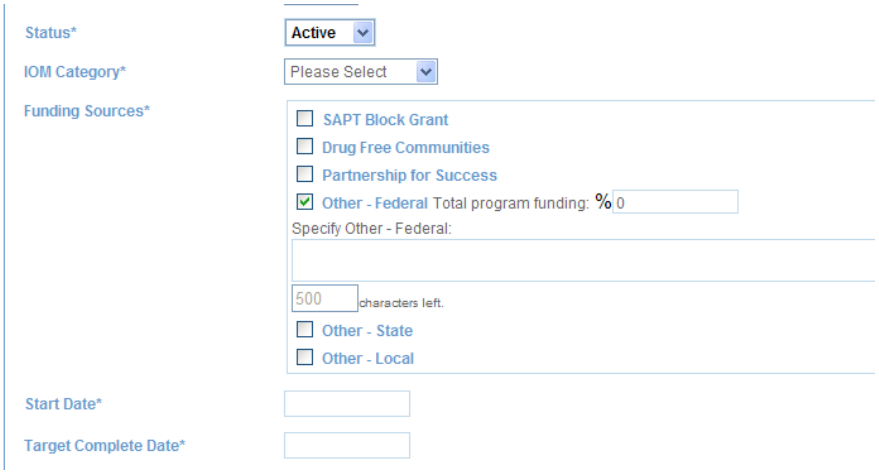
4. Select the outcome associated with the program from the **Short Term Outcome*** dropdown list. (To add outcomes, please see the Short Term Outcomes section.)
5. Select the type of program from the **Program/Strategy Type*** dropdown list.
6. Select the program from the **Program/Strategy Name*** dropdown list.
7. The **Program Name*** field is filled in when you select a Program/Strategy Name. This can be edited, if desired.
8. Enter a description of the program in the **Program/Strategy Description*** field.



This is a screenshot displaying the Identify Program Edit Form

© KIT Solutions® 2013

9. Select a **Status*** from the dropdown list.
10. Select the prevention type from the **IOM Category*** dropdown list.
11. Select the funding source(s) associated with the program by using the **Funding Sources*** checkboxes. You may select all that apply.
    a. Enter the percentage of funding applied to the funding source in the **Total program funding:** field. This should be entered as a whole number and should not exceed 100.
    b. If *Other – Federal*, *Other – State*, or *Other – Local* is checked, enter the name of the funding source in the **Specify Other** field.
12. Enter the date the program will begin in the **Start Date*** field as mm/dd/yyyy.
13. Enter the date the program is planned to be completed in the **Target Complete Date*** field as mm/dd/yyyy.
14. Click the Save (**Save**) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.

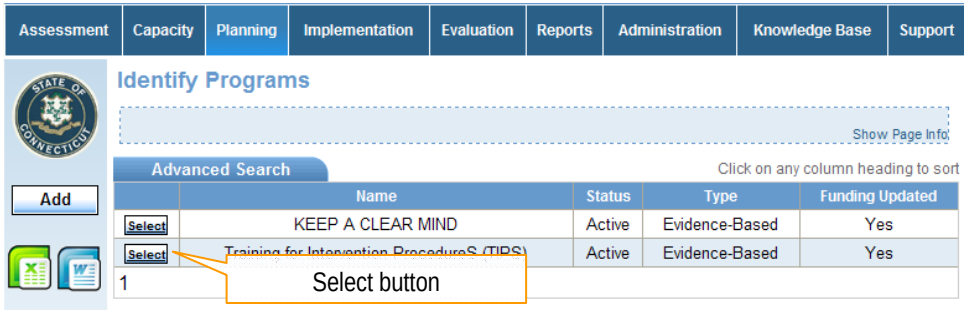


This is a screenshot displaying the Identify Programs Edit Form

 © KIT Solutions® 2013

Editing a Program

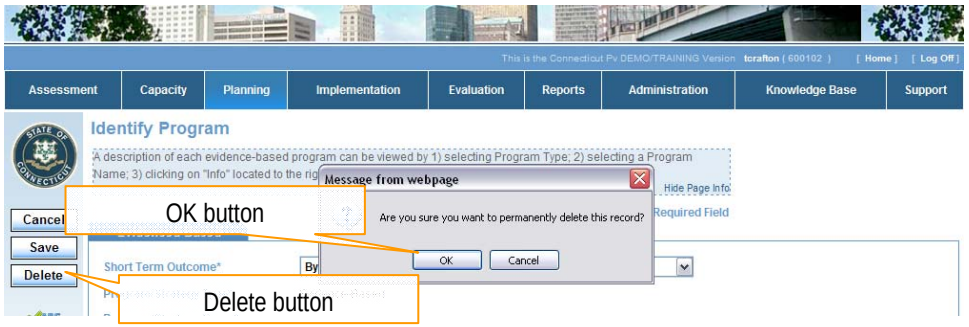
1. Click **Planning** from the main menu.
2. Click **Programs/Strategies** from the submenu.
3. From the Listing page, select the program name that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Identify Programs Listing Page

Deleting a Program

1. Click **Planning** from the main menu.
2. Click **Programs/Strategies** from the submenu.
3. From the Listing page, select the program name that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Identify Programs Edit form

Tips

- A program cannot be deleted if groups are associated with it.

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Action Steps

The Action Steps module is used to identify what services will be performed for each program.

Adding an Action Step

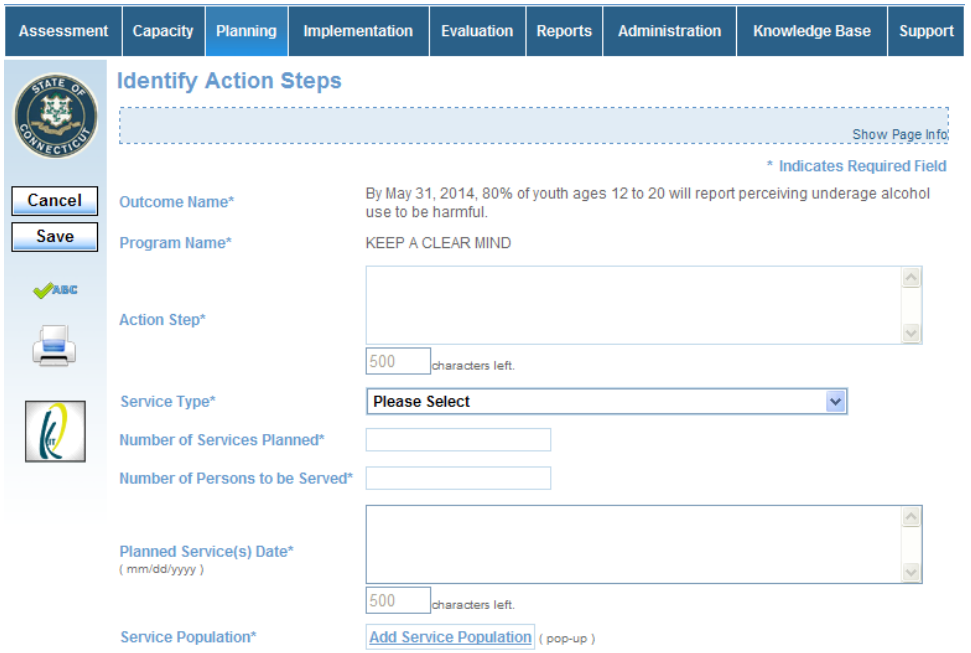
1. Click **Planning** from the main menu.
2. Click **Action Steps** from the submenu.
3. From the Listing page, click on the ± next to the appropriate factor summary to view all of the short term outcomes associated with it.
4. Click on the ± next to the appropriate outcome to view all of the programs associated.

   *Note: Once the programs are in view, the ± becomes a − .
5. Click [Add New Activity] (**Add New Activity**) to the right of the appropriate program.

Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Action Steps
Add New Activity link
1. Data Collection and analysis reveal that alcohol use is the priority sub
1.1 By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be
1.1.1 KEEP A CLEAR MIND
[Add New Activity]
1.1.1.1 Implement services
1.2 By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain alcohol through family members, friends, and adult strangers by 10%.
2. Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance, and electronic communication.

This is a screenshot displaying the Identify Action Steps Listing Page

6. Enter a brief name for the action step in the **Action Step*** field.
7. Select the CSAP service code associated with the services to be conducted from the **Service Type*** dropdown list.
8. Enter the total number of services that are planned to be conducted in the **Number of Services Planned*** field.
9. Enter the expected number of participantsto be served after all services are completed in the **Number of Persons to be Served*** field.
10. Enter the dates the services are planned to be conducted on in the **Planned Service(s) Date*** field.
11. Click the Add Service Population (**Add Service Population**) link to identify the target population(s) to be served.



This is a screenshot displaying the Identify Action Steps Edit Form

© KIT Solutions® 2013

a. Using the checkboxes, select all populations that apply.
*Note: If there are a lot of populations you will server for the action step, select the *General Population* category rather than a multitude of populations.

b. Click the Save (Save) button.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.

12. Click the Save (Save) button from the left toolbar.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.

This is a partial screenshot displaying the Service Population window

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting the Add Service Population (Add Service Population) button.
- If an outcome/program is using multiple service codes, each service code will need to be entered as a new entry.

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Editing an Action Step

1. Click **Planning** from the main menu.
2. Click **Action Steps** from the submenu.
3. From the Listing page, click on the ± next to the appropriate factor summary to view all of the short term outcomes associated with it.
4. Click on the ± next to the appropriate outcome to view all of the programs associated.
5. Click on the ± next to the appropriate program to view all of the action steps associated.
   *Note: Once the action steps are in view, the ± becomes a − .
6. Select the action step that you wish to edit by clicking the action step link (e.g., 1.1.1.1).
7. Make any changes needed to the details.
8. Click the Save (Save) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.

Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Action Steps
Show Page Info
1. Data Collection and analysis reveal that alcohol use is the priority substance abuse issue for youth ages 12-20.
1.1 By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
1.1.1 KEEP A CLEAR MIND
[Add New Activity]
1.1.1.1 Implement services
Action Step link
1.2 By May 31, 2014, decrease the number
for youth to obtain alcohol through family members, friends, and adult strangers by 10%.
2. Members from campus-community coalitions throughout the state will form a support network for information sharing and action planning using monthly meetings/trainings, technical assistance, and electronic communication.

This is a screenshot displaying the Action Step Listing Page

Tips

- An action step cannot be deleted once it is saved.

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IMPLEMENTATION

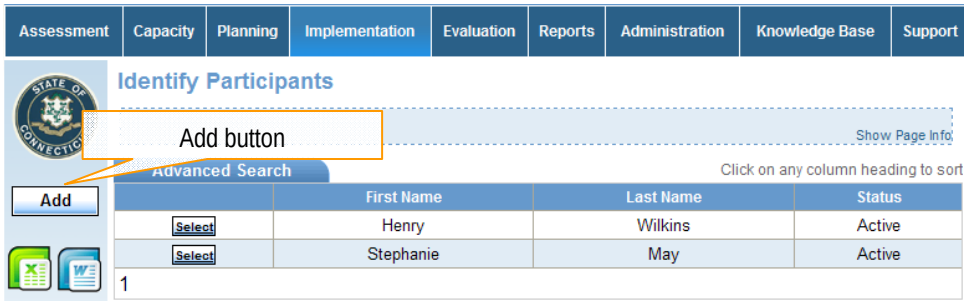
The Implementation module allows you to create participants, groups, and report services performed for those participants and groups.

Identify Participants

The Identify Participants module allows you to identify participants for tracking individual attendance for a service.

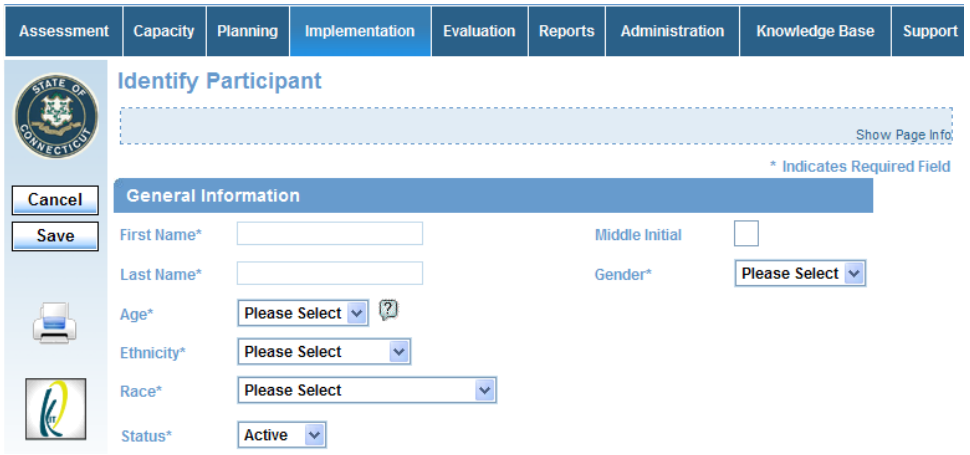
Adding a Participant

1. Click **Implementation** from the main menu.
2. Click **Identify Participants** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Identify Participants Listing Page.

4. Enter the first name of the participant in the **First Name*** field.
5. If desired, enter the middle initial of the participant in the **Middle Initial** field.
6. Enter the last name of the participant in the **Last Name*** field.
7. Select the gender of the participant from the **Gender*** dropdown list.
8. Select the age range for the participant from the **Age*** dropdown list.
9. Select the ethnicity of the participant from the **Ethnicity*** dropdown list.
10. Select the race of the participant from the **Race*** dropdown list.
    a. If *Other* is selected, enter the race in the **Specify*** field.
11. Select a **Status*** from the dropdown list.



This is a partial screenshot displaying the Identify Participants Edit Form

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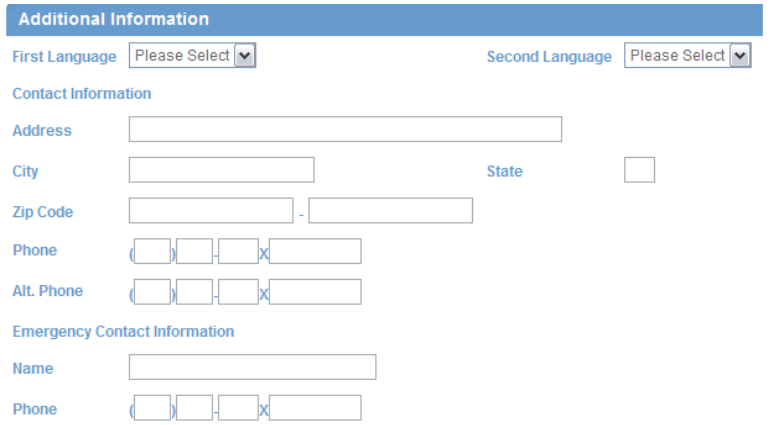
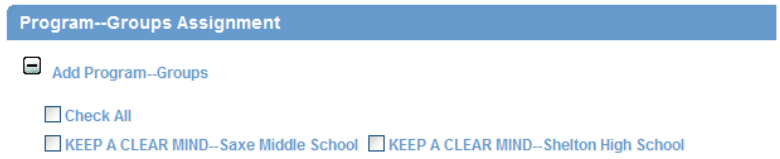
12. If desired, enter in the Additional Information.
    a. Select the primary language of the participant from the **First Language** dropdown list.
    b. Select the secondary language of the participant, if any, from the **Second Language** dropdown list.
    c. Enter the participant's Contact Information using the following fields: **Address**, **City**, **State**, **Zip Code**, **Phone**, and **Alt. Phone**
    d. Enter the participant's Emergency Contact Information using the following fields: **Name**, and **Phone**.



This is a partial screenshot displaying the Identify Participants Edit Form

13. To assign the participant to a program-group pair, click on the ⊞ next to **Add Program--Groups** to view all of the program-group pairs.
    *Note: Once the groups are displayed, the ⊞ becomes a ⊟.
    a. Assign the participant to a program-group by selecting the checkbox next to the appropriate Program-Group name.
       *Note: If the participant is assigned to all Program-Groups displayed, select the *Check All* box. To remove the participant from a Program-Group, uncheck that Program-Group box.
14. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.



This is a partial screenshot displaying the Identify Participants Edit Form

Tips

- The Add Program--Groups section is not required in order to save the form. However, in order for the participant's attendance to be tracked, the participant must be assigned to a program-group pair.

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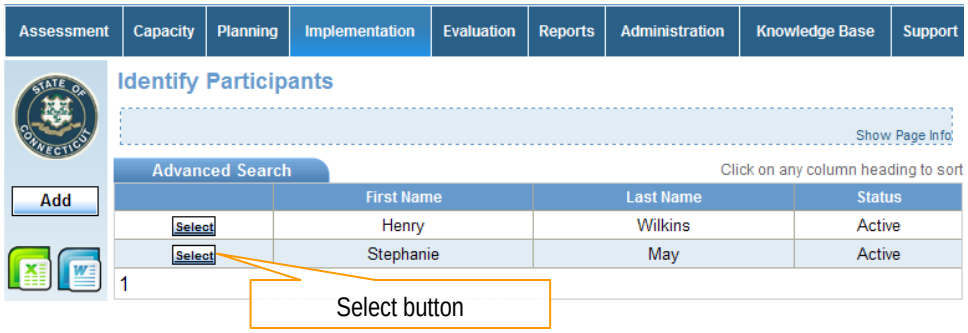
Editing a Participant

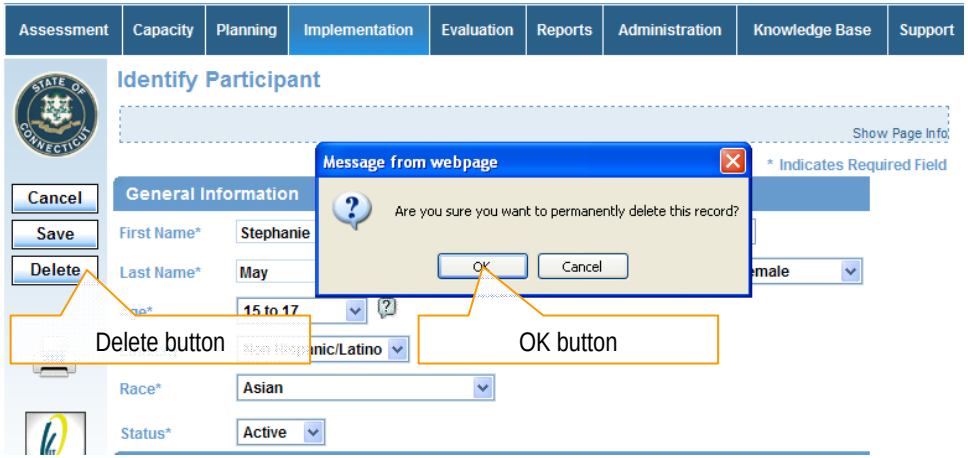
1. Click **Implementation** from the main menu.
2. Click **Identify Participants** from the submenu.
3. From the Listing page, select the participant that you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Identify Participants Listing Page

Deleting Participant Information

1. Click **Implementation** from the main menu.
2. Click **Identify Participants** from the submenu.
3. From the Listing page, select the participant that you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Identify Participants Edit Form

Tips

- You will not be able to delete individual participants if they have been assigned to a group and a service has been reported against it. In these instances, change the individual participant to *Inactive* Status.

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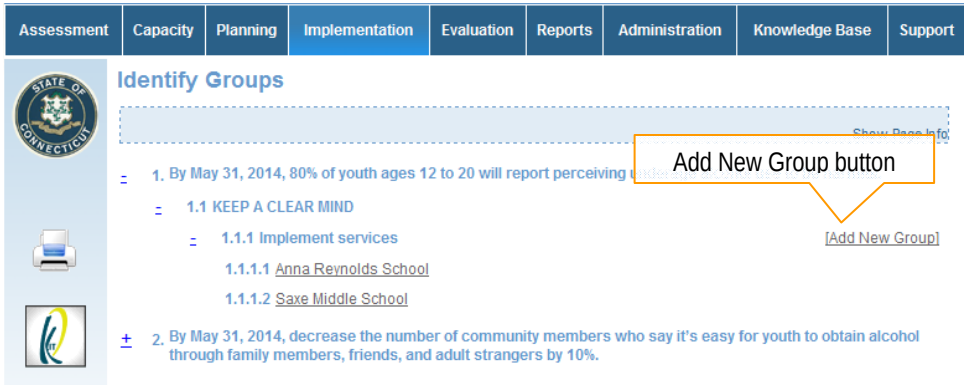
Identifying Groups

The Identify Groups module is used to create groups so that duplicated counts can be prevented when entering services.

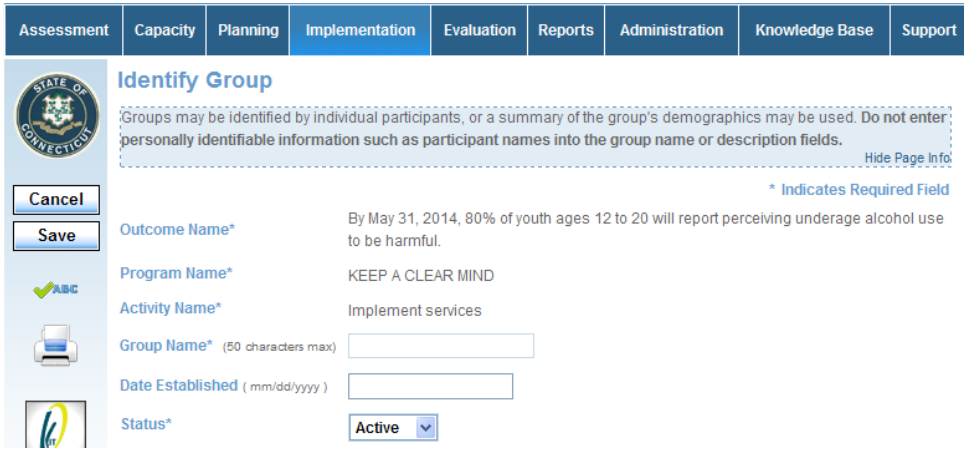
Adding a Group

1. Click **Implementation** from the main menu.
2. Click **Groups** from the submenu.
3. From the Listing page, click on the ± next to the appropriate short term outcome to view all of the programs associated with it.
4. Click on the ± next to the appropriate program to view all of the action steps associated.

   *Note: Once the action steps are in view, the ± becomes a − .
5. Click [Add New Group] (**Add New Group**) to the right of the appropriate action step.
6. Enter a name for the group in the **Group Name*** field.
7. Enter the date of when the group was formed in the **Date Established** field as mm/dd/yyyy.
8. Select a **Status*** from the dropdown.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Groups
Add New Group button
1. By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving
1.1 KEEP A CLEAR MIND
1.1.1 Implement services
[Add New Group]
1.1.1.1 Anna Reynolds School
1.1.1.2 Saxe Middle School
2. By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain alcohol through family members, friends, and adult strangers by 10%.

This is a screenshot displaying the Identify Groups Listing Page


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Group
Groups may be identified by individual participants, or a summary of the group's demographics may be used. Do not enter personally identifiable information such as participant names into the group name or description fields.
Hide Page Info
Cancel
Save
* Indicates Required Field
Outcome Name*
By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
Program Name*
KEEP A CLEAR MIND
Activity Name*
Implement services
Group Name* (50 characters max)
Date Established (mm/dd/yyyy)
Status*
Active

This is a partial screenshot displaying the Identify Groups Edit Form

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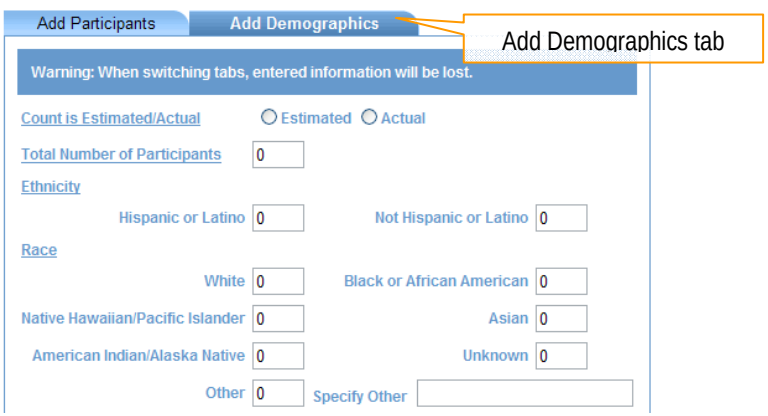
9. To enter a demographic group for tracking a participant count, select the Add Demographics tab and use the following instructions:
    a. Select whether the demographics are an estimated count or an actual count using the **Count is Estimated/Actual** radio buttons.
    b. Enter the number of participants for the group in the **Total Number of Participants** field.
    c. Enter the number of participants by **Ethnicity** in the appropriate fields.
    d. Enter the number of participants by **Race** in the appropriate fields.
    *Note: If a number was entered in **Other**, please specify the Race in the **Specify Other** field
    e. Enter the number of participants by **Gender** in the appropriate fields.
    f. Enter the number of participants by **Age Group** in the appropriate fields.

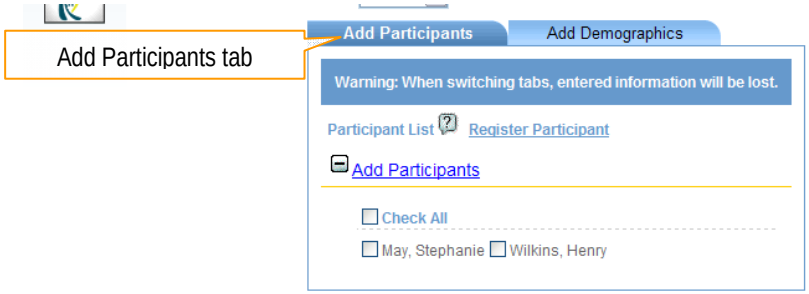


This is a screenshot displaying the Add Demographics tab on the Identify Groups Edit Form

Tips

- The total for each subcategory (Ethnicity, Race, Gender, and Age Group) must equal the Total Number of Participants.

10. To enter a participant group for tracking individual attendance, select the Add Participants tab and use the following instructions:
    a. Click on the ⊞ next to **Add Participants** to view all of the participants registered.
    *Note: Once the participants are in view, the ⊞ becomes a ⊟.
    b. Select those participants that are part of the group by selecting the checkbox next to the participant's name.
    *Note: If all participants are to be part of the group, clicking the **Check All** selection will check all of the participant names.
        i. To remove a participant, uncheck the participant's name.
11. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button



This is a screenshot displaying the Add Participants tab on the Identify Groups Edit Form

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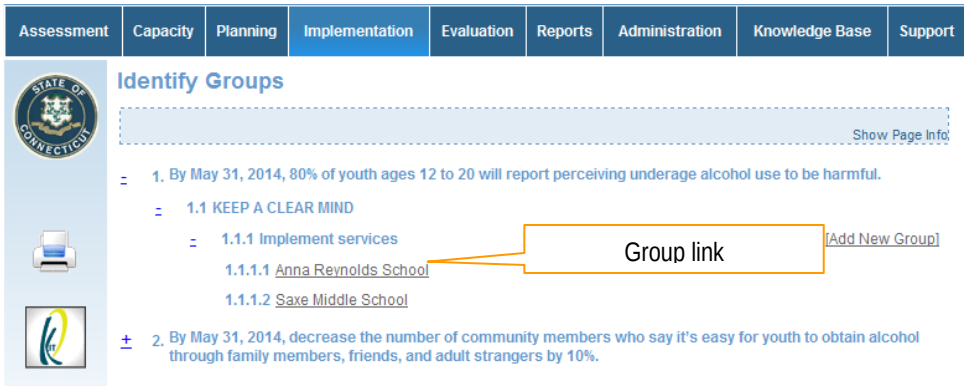
Tips

- If you wish to register a participant associated with this group without leaving the page, click the **Register Participant** link. A new screen will appear displaying the fields needed to register a participant.
  *Note: To register more than a couple of participants and to complete the rest of the information on the participants registered from this screen, go to the Identify Participants module.
- Once an outcome has been saved as either a Builder outcome or a Freehand outcome, you cannot change the outcome type (Builder vs. Freehand).

Editing a Group

1. Click **Implementation** from the main menu.
2. Click **Groups** from the submenu.
3. From the Listing page, click on the ± next to the appropriate short term outcome to view all of the programs associated with it.
4. Click on the ± next to the appropriate program to view all of the action steps associated.
5. Click on the ± next to the appropriate action step to view all of the groups associated.
   *Note: Once the groups are in view, the ± becomes a − .
6. Select the group that you wish to edit by clicking the group link (e.g., 1.1.1.1).
7. Make any changes needed to the details.
8. Click the Save (Save) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Identify Groups
Show Page Info
1. By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
1.1 KEEP A CLEAR MIND
1.1.1 Implement services
[Add New Group]
1.1.1.1 Anna Reynolds School
1.1.1.2 Saxe Middle School
Group link
2. By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain alcohol through family members, friends, and adult strangers by 10%.

This is a screenshot displaying the Identify Groups Listing Page

Tips

- When switching between the two tabs (Add Demographics and Add Participants) any data that has been entered will be lost if it is not saved.
- You will not be able to remove individual participants or reduce the total number of participants in the Demographics if a service/activity has been reported against it. You will be able to add individual participants, increase the total number in Demographics, or make an individual participant *Inactive*.

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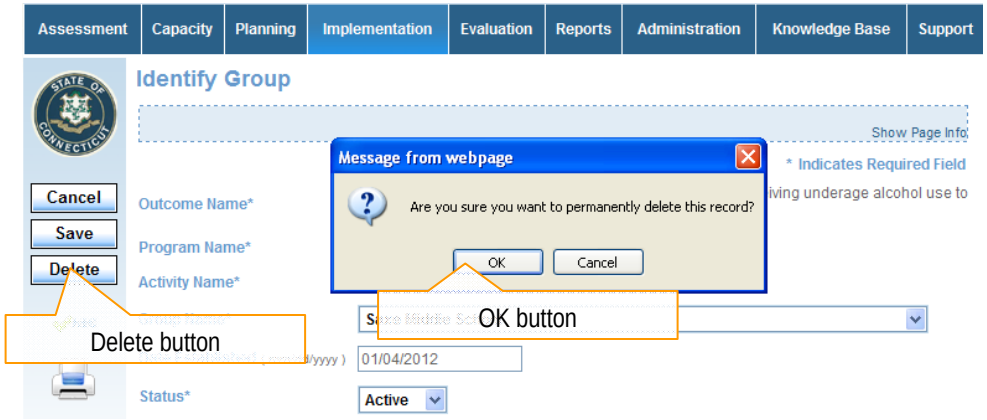
Deleting Groups

1. Click **Implementation** from the main menu.
2. Click **Groups** from the submenu.
3. From the Listing page, click on the ± next to the appropriate short term outcome to view all of the programs associated with it.
4. Click on the ± next to the appropriate program to view all of the action steps associated.
5. Click on the ± next to the appropriate action step to view all of the groups associated.
   *Note: Once the groups are in view, the ± becomes a ∓ .
6. Select the group that you wish to edit by clicking the group link (e.g., 1.1.1.1).
7. Click the Delete (**Delete**) button from the left toolbar.
8. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Identify Groups Edit Form

Tips

- You will not be able to delete a group if it is associated with any services. In these instances, mark the group as *Inactive*.

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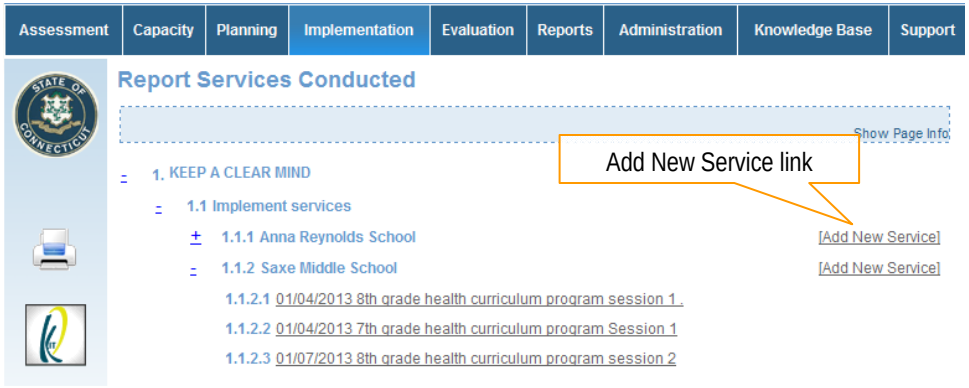
Report Services Conducted

The Report Services Conducted module is used to report services.

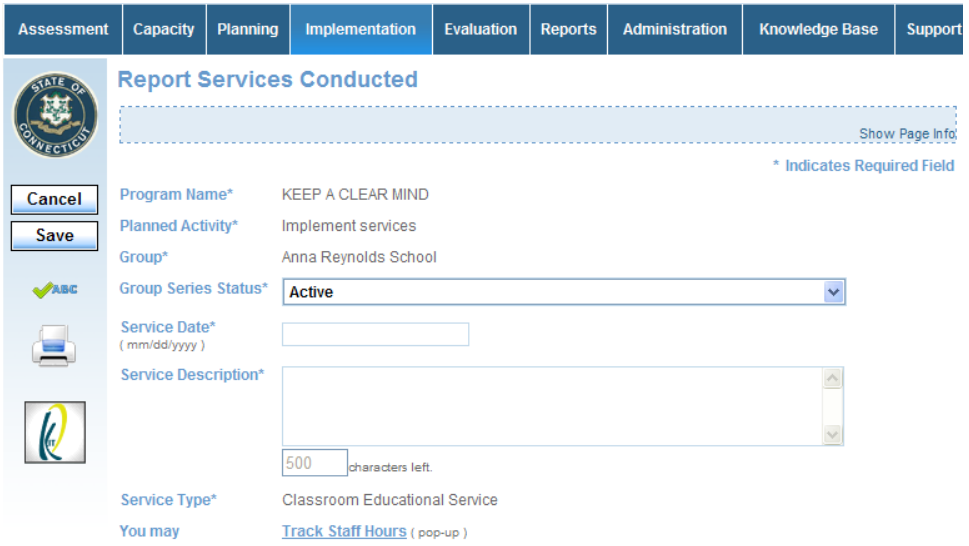
Adding a Service

1. Click **Implementation** from the main menu.
2. Click **Report Services Conducted** from the submenu.
3. From the Listing page, click on the ± next to the appropriate program to view all of the action steps associated with it.
4. Click on the ± next to the action step to view all of the groups associated.
   *Note: Once the action steps are in view, the ± becomes a − .
5. Click [Add New Service] (**Add New Service**) to the right of the appropriate group.



This is a screenshot displaying the Report Services Conducted Listing Page

6. Select a **Group Series Status*** from the dropdown list.
7. Enter the date of the service in the **Service Date*** field as mm/dd/yyyy.
8. Enter a description of the service in the **Service Description*** field.
9. Click the Track Staff Hours link to open the Staff Hours window.



This is a screenshot displaying the Report Services Conducted Edit Form

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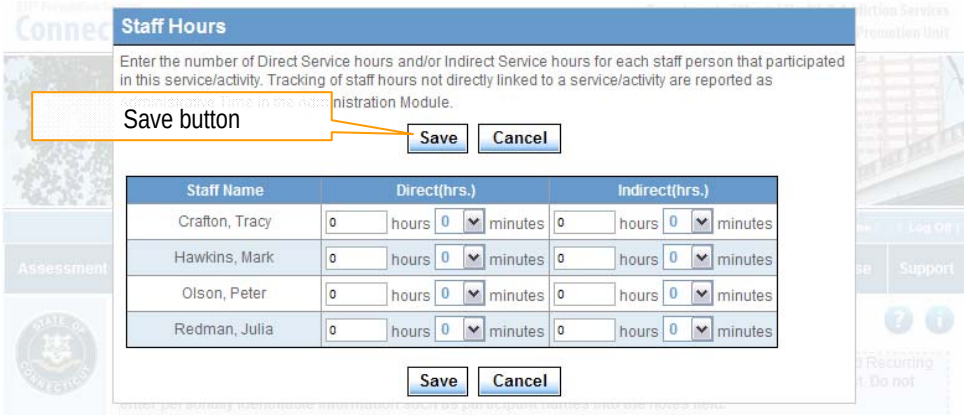
a. Enter the number of **Direct (hrs.)** and/or **Indirect (hrs.)** next to the staff member(s) that worked on or delivered the service by entering an amount in the ***hours*** field and selecting any ***minutes*** from the dropdown list.
*Note: You may report staff time for more than one staff member who worked on the event.
   i. **Direct (hrs.)**: time spent face-to-face at the service.
   ii. **Indirect (hrs.)**: time spent on preparing and/or performing follow-up duties for the service – any support time associated with the service.

b. Click the Save (Save) button.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.

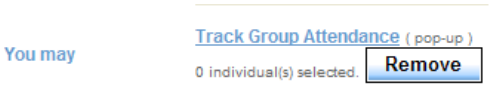


This is a screenshot displaying the Staff Hours Screen

10. If the group tracks demographics, enter the number of attendees for the service date in the **Number of Attendees** field.

This is a partial screenshot displaying the Report Services Conducted Edit Form for a demographic group.

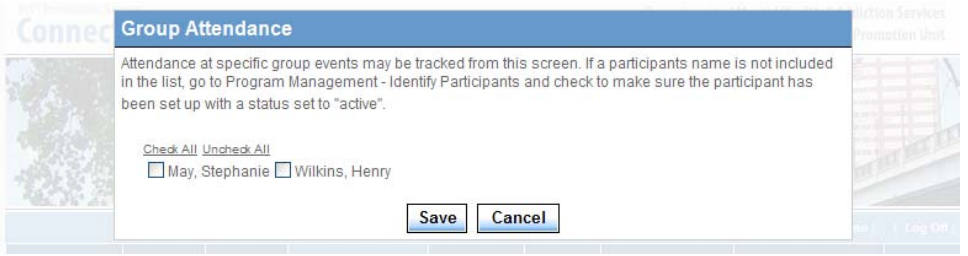
11. If the group tracks participant attendance, click the Track Group Attendance link to open the Group Attendance window.



This is a partial screenshot displaying the Report Services Conducted Edit Form for a participant group.

a. Select the participants that attended the service by selecting the checkbox next to the participant's name.
*Note: If all participants attended, clicking the **Check All** selection will check all of the participant names.
   i. To remove a participant as attended, uncheck the participant's name.

b. Click the Save (Save) button.
*Note: To exit this screen without saving changes click the Cancel (Cancel) button.


Group Attendance
Attendance at specific group events may be tracked from this screen. If a participants name is not included in the list, go to Program Management - Identify Participants and check to make sure the participant has been set up with a status set to "active".
Check All
Uncheck All
May, Stephanie
Wilkins, Henry
Save
Cancel

This is a screenshot displaying the Group Attendance Screen

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12. If desired, enter any notes about the service in the Notes: field.
13. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.

This is a screenshot displaying the Report Services Conducted Edit Form

Tips

- To remove all participants from group attendance at once, click the Remove (Remove) button on the Report Services Conducted Edit Form.

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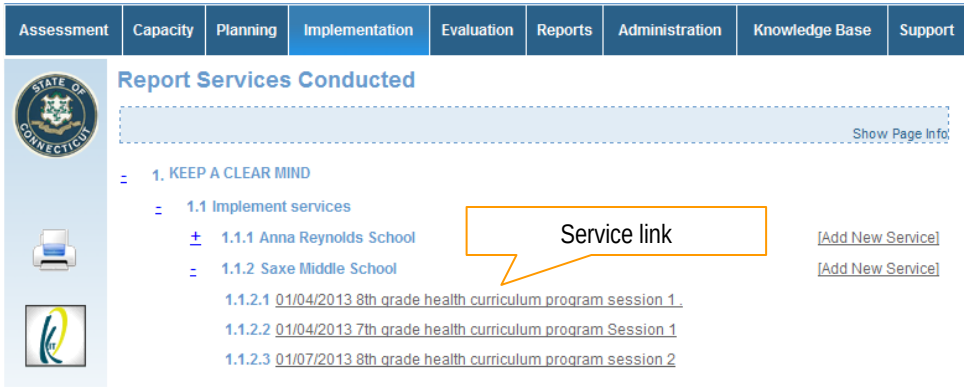
Editing a Service

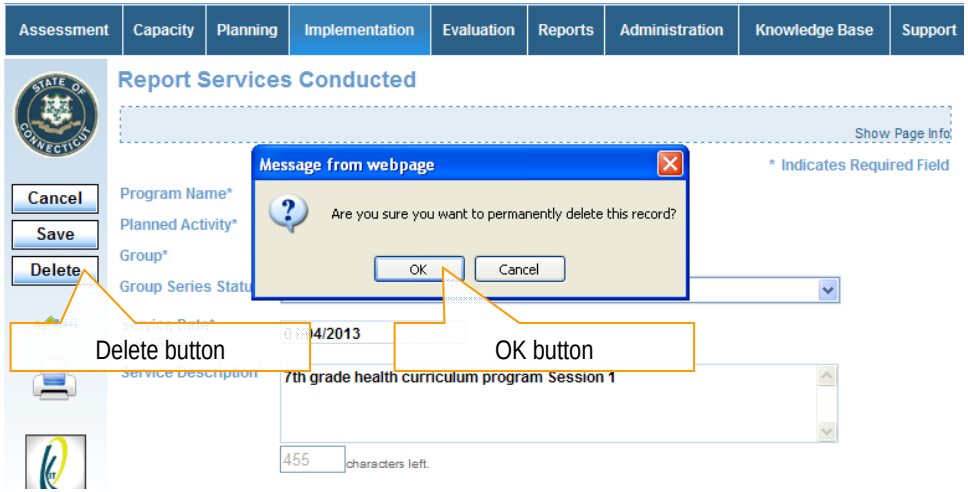
1. Click **Implementation** from the main menu.
2. Click **Report Services Conducted** from the submenu.
3. From the Listing page, click on the ± next to the appropriate program to view all of the action steps associated with it.
4. Click on the ± next to the action step to view all of the groups associated.
5. Click on the ± next to the appropriate group to view all of the services associated.
   *Note: Once the services are in view, the ± becomes a − .
6. Select the service date that you wish to edit by clicking the service link (e.g., 1.1.1.1).
7. Make any changes needed to the details.
8. Click the Save (Save) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (Cancel) button.



This is a screenshot displaying the Report Services Conducted Listing Page

Deleting a Service

1. Click **Implementation** from the main menu.
2. Click **Report Services Conducted** from the submenu.
3. From the Listing page, click on the ± next to the appropriate program to view all of the action steps associated with it.
4. Click on the ± next to the action step to view all of the groups associated.
5. Click on the ± next to the appropriate group to view all of the services associated.
   *Note: Once the services are in view, the ± becomes a − .
6. Select the service date that you wish to delete by clicking the service link (e.g., 1.1.1.1).
7. Click the Delete (Delete) button from the left toolbar.
8. Click the OK (OK) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (Cancel) button.



This is a screenshot displaying the Report Services Conducted Edit Form

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EVALUATION

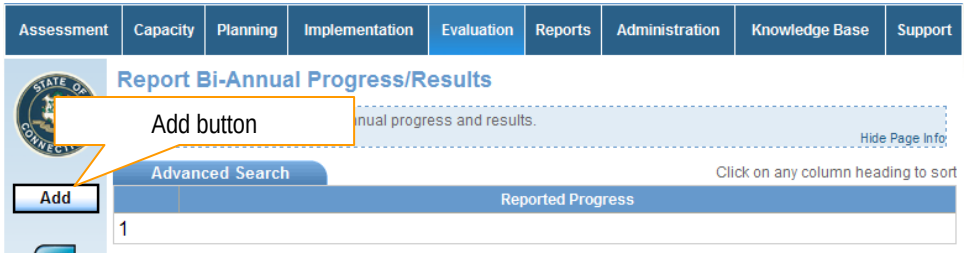
The Evaluation module is used to report progress or results for bi-annual time period and for a short term outcome.

Report Bi-Annual Progress/Results

The Report Bi-Annual Progress/Results module is used to report bi-annual progress and results.

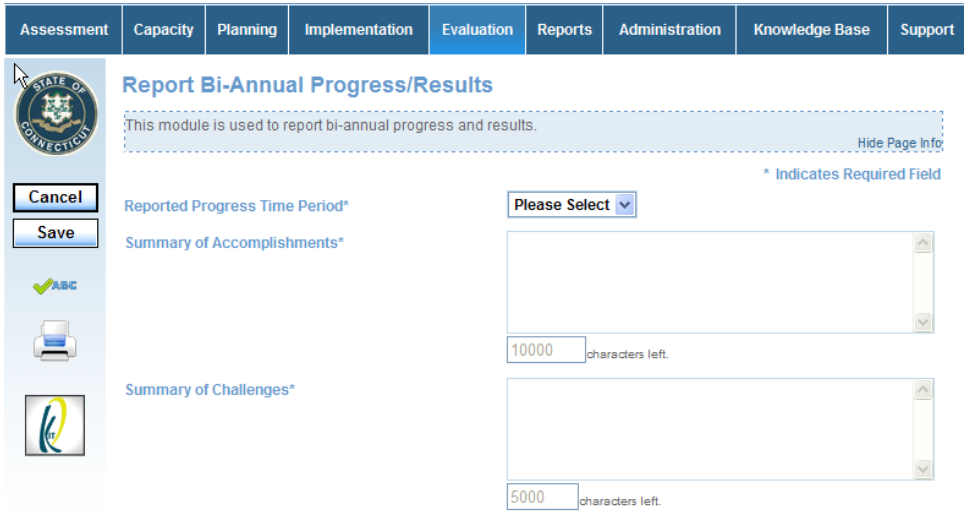
Adding a Report Bi-Annual Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Bi-Annual Progress/Results** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Reported Bi-Annual Progress/Results Listing Page

4. Select the time period you are reporting on from the **Reported Progress Time Period*** dropdown list.
5. Enter a summary of your accomplishments during the time period in the **Summary of Accomplishments*** field.
6. Enter a summary of your challenges or barriers during the time period in the **Summary of Challenges*** field.



This is a partial screenshot displaying the Report Bi-Annual Progress/Results Edit Form.

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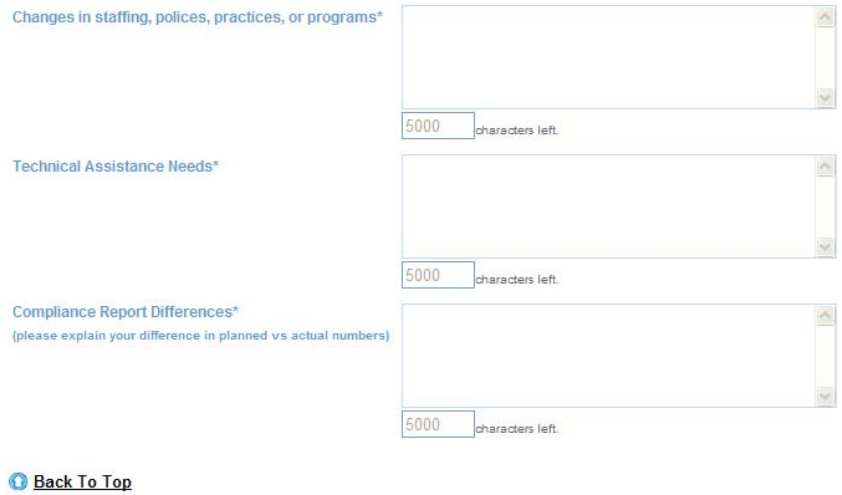
7. Enter any notable changes in the Changes in staffing, policies, practices, or programs* field.
   *Note: This is a required field. If there were no changes, enter "*No changes*" in the field.
8. Enter any technical assistance needed in the Technical Assistance Needs* field.
   *Note: This is a required field. If there is no technical assistance needed, enter "*No needs*" in the field.
9. Enter the reason for any differences in the planned versus actual numbers in the Compliance Report Differences* field.
   *Note: This is a required field. If there is no difference, enter "*No difference*" in the field.
10. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.


Changes in staffing, polices, practices, or programs*
5000 characters left.
Technical Assistance Needs*
5000 characters left.
Compliance Report Differences*
(please explain your difference in planned vs actual numbers)
5000 characters left.
Back To Top

This is a partial screenshot displaying the Report Bi-Annual Progress/Results Edit Form.

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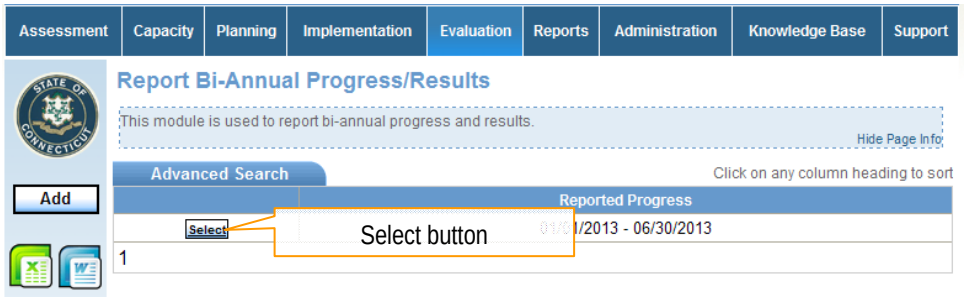
Editing a Report Bi-Annual Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Bi-Annual Progress/Results** from the submenu.
3. From the Listing page, select the **Reported Progress** you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a sample screenshot displaying the Reported Bi-Annual Progress/Results Listing Page.

Tips

- You will not be able to delete a Report Bi-Annual Progress/Results.

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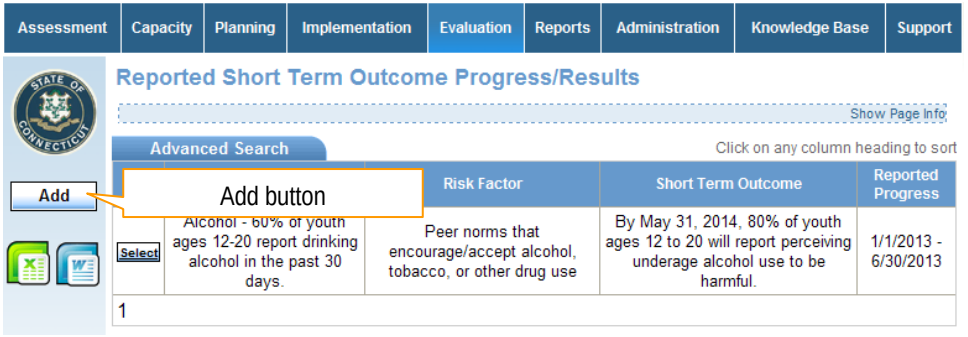
Report Short Term Outcome Progress/Results

The Report Short Term Outcome Progress/Results module is used to report progress on short term outcomes.

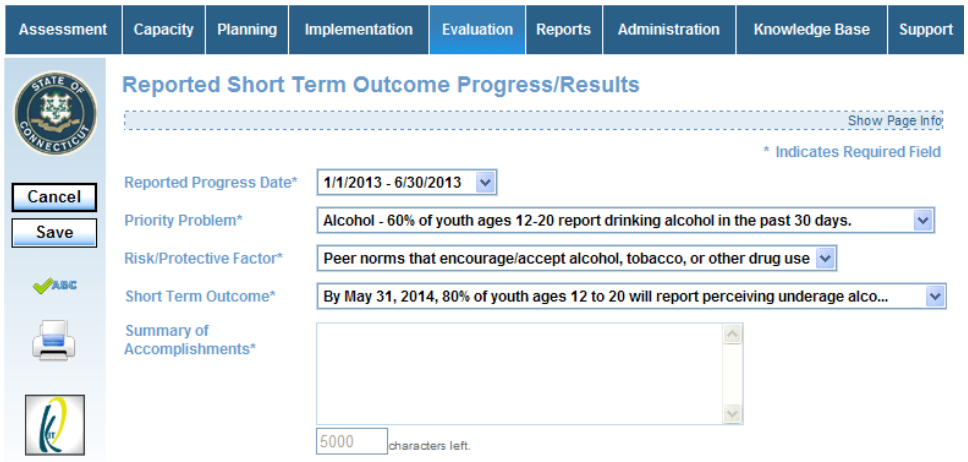
Adding a Reported Short Term Outcome Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Short Term Outcome Progress/Results** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



This is a sample screenshot displaying the Reported Short Term Outcome Progress/Results Listing Page

4. Select the reporting period you are adding results for from the **Reported Progress Date*** dropdown list.
5. Select the problem statement from the **Priority Problem*** dropdown list.
6. Select the risk or protective factor from the **Risk/Protective Factor*** dropdown list.
7. Select the outcome from the **Short Term Outcome*** dropdown list.
8. Enter a summary of your accomplishments concerning the outcome in the **Summary of Accomplishments*** field.



This is a sample screenshot displaying the Reported Short Term Outcome Progress/Results Edit Form.

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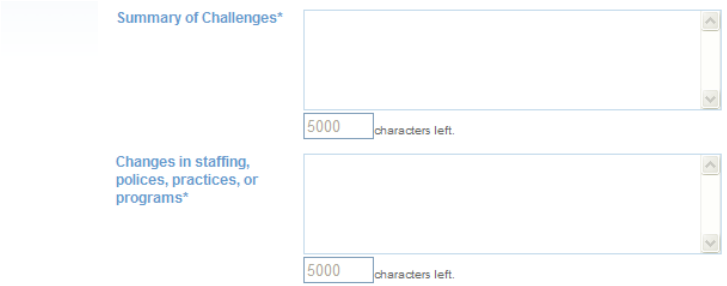
9. Enter a summary of your challenges or barriers concerning the outcome in the **Summary of Challenges*** field.
10. Enter any notable changes in the **Changes in staffing, policies, practices, or programs*** field.
    *Note: This is a required field. If there were no changes, enter "*No changes*" in the field.



This is a partial screenshot displaying the Report Short Term Outcome Progress/Results Edit Form.

11. The chart shows the following information for the selected short term outcome:
    a. The **Planned Number of Services** and the **Planned Number to be Served** fields are from the corresponding fields in the Action Steps module.
    b. The **Actual Number of Services** field shows how many services were implemented in the Report Services Conducted module.
    c. The **Actual Number Served** field shows the Total Number of Participants from the Identifying Groups module for a demographic group. If the group is a participant group, the field shows *N/A*.

Plannned Number of Services	Plannned Number to be Served
12	27

Actual Number of Services	Actual Number Served
4	27

This is a sample screenshot displaying the Report Short Term Outcome Progress/Results Edit Form.

*Note: Refer to these modules if an unexpected discrepancy is found.

12. Enter the reason for any differences in the planned versus actual numbers of services in the **Reason for Difference in planned vs actual number of services*** field.
    *Note: This is a required field. If there is no difference, enter "*No difference*" in the field.
13. Enter the reason for any differences in the planned versus actual numbers to be served in the **Reason for Difference in planned vs actual number served*** field.
    *Note: This is a required field. If there is no difference, enter "*No difference*" in the field.
14. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving changes click the Cancel (Cancel) button.

Reason for Difference in planned vs actual number of services*
5000
characters left.
Reason for Difference in planned vs actual number servced*
5000
characters left.

This is a partial screenshot displaying the Report Short Term Outcome Progress/Results Edit Form.

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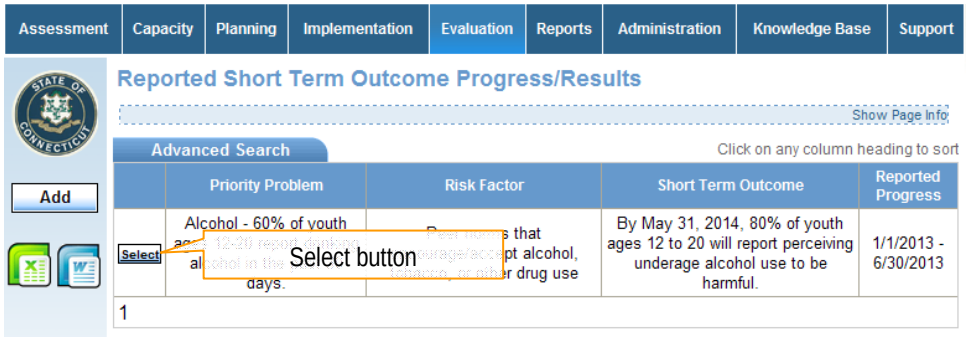
Editing a Reported Short Term Outcome Progress/Results

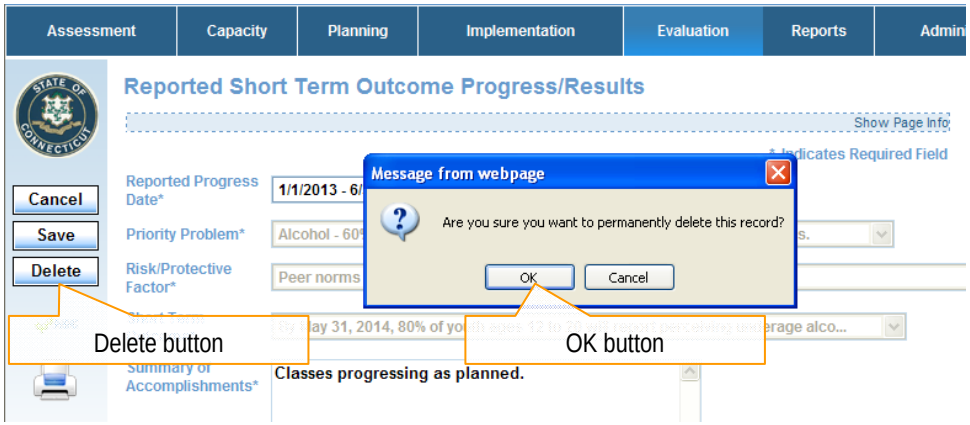
1. Click **Evaluation** from the main menu.
2. Click **Report Short Term Outcome Progress/Results** from the submenu.
3. From the Listing page, select the Short Term Outcome you wish to edit by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Make any changes needed to the details.
5. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a sample screenshot displaying the Reported Short Term Outcome Progress/Results Listing Page.

Deleting a Reported Short Term Outcome Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Short Term Outcome Progress/Results** from the submenu.
3. From the Listing page, select the Short Term Outcome you wish to delete by clicking the Select (**Select**) button.
   *Note: If you have many entries listed, you can use the Advanced Search tab to locate the entry. (See the Advanced Search section for additional details.)
4. Click the Delete (**Delete**) button from the left toolbar.
5. Click the OK (**OK**) button when asked "Are you sure you want to permanently delete this record?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a sample screenshot displaying the Reported Short Term Outcome Progress/Results Edit Form.

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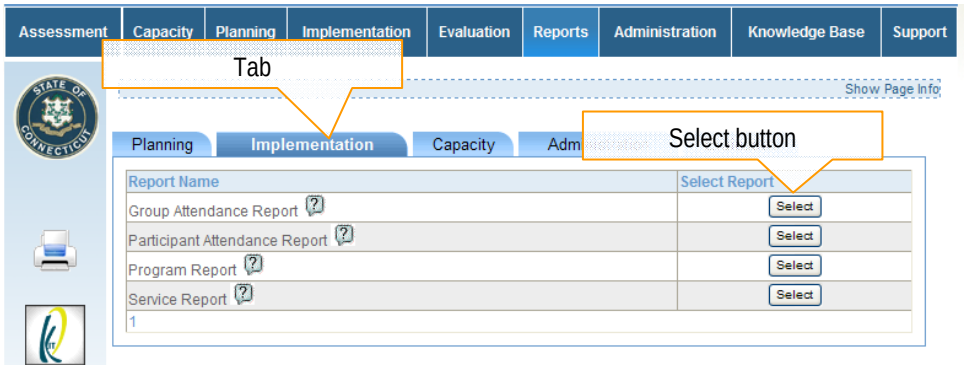
REPORTS

The **Reports** module of Connecticut Prevention has several categories of reports available for use.

Standard Reports

Opening a Report

1. Click **Reports** from the main menu.
2. Click the ⊞ (**Plus Sign**) to open the **Reports** submenu.
3. Click **Standard Reports** from the submenu.
4. Use the tabs (i.e. **Planning**, **Implementation**, **Capacity**, **Administration**, or **Evaluation**) to select the type of report you wish to view/print.
5. Select the report you wish to view/print by clicking the Select (**Select**) button.
6. Select the additional data to view what you wish within the report.
   *Note: These parameters may differ with each report. Please see the Using Reports that Require Additional Data section for more information.
7. Click the Open Report (**Open Report**) button to bring up a separate window with the report.



This is a screenshot displaying the Reports Listing Page for Implementation.

Tips

- To return to the list of reports, click on the tab. Then follow the instructions for opening a report.

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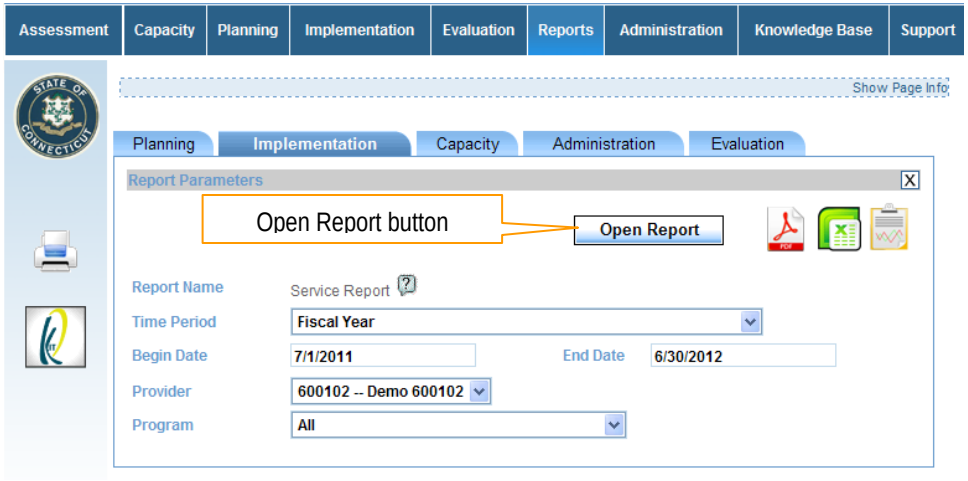
Using Reports that Require Additional Data

Some reports may not require additional data. Others require additional information to be entered first, such as a date range.

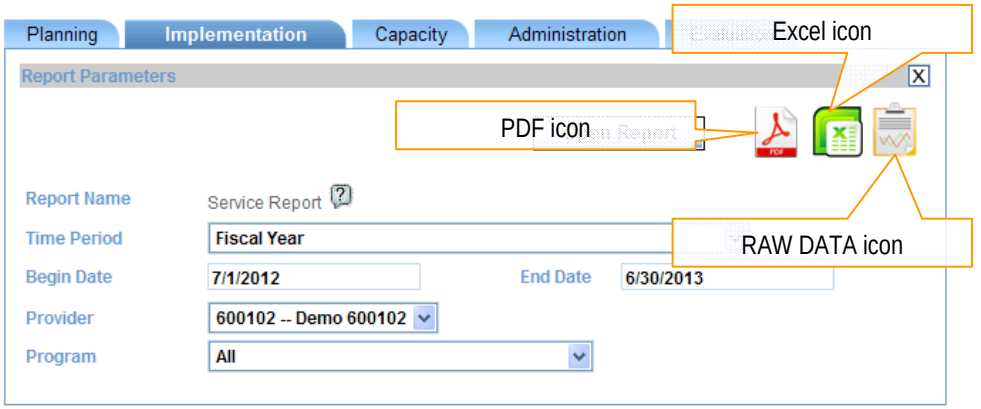
1. Most reports require you to select a specific date range. To do so:
    a. Select the **Time Period** from the dropdown list.
    b. Enter the **Begin Date** and **End Date** fields with the beginning date and ending date of the selected time period.
2. If needed, select the provider from the **Provider** dropdown list.
3. Select the appropriate data from any other dropdown lists
4. Click the Open Report (**Open Report**) button to open a new window with the report.



This is a screenshot displaying the Service Report Page.

a. If you want to go directly to a PDF or Excel report, click on one of these icons to download the report immediately into this format.

b. You can also choose the (RAW DATA) icon. This will download the report in Excel format, but not in aggregate (or summary) form. It will load each detail record used to produce the aggregate or summary report.



This is a screenshot displaying the Service Report Page.

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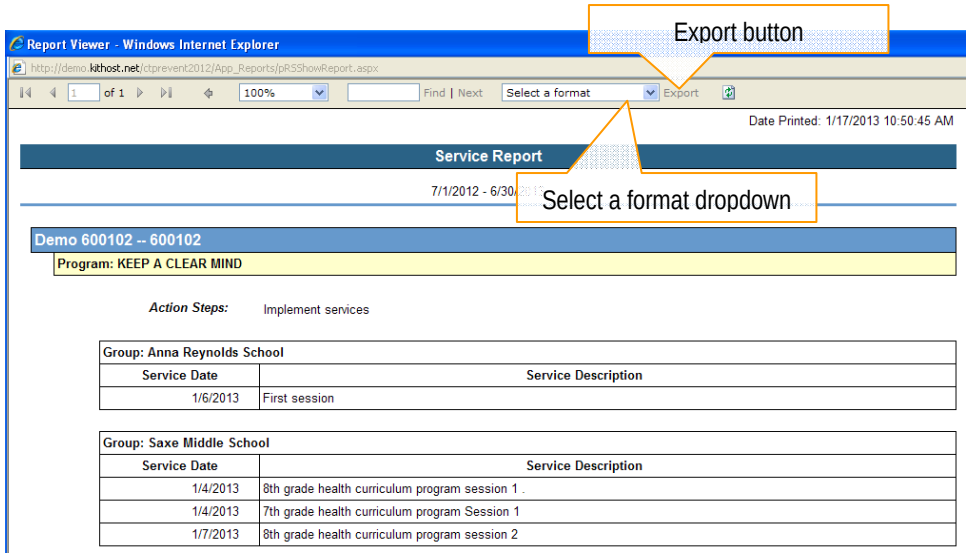
Printing or Saving Reports

Once you have clicked the Open Report (**Open Report**) button, you will then see a print preview screen. Use the following instructions to print or save the report:

1. Select a format from the Select a format (**Select a format**) dropdown list.
2. Click Export (**Export**) next to the dropdown list.
3. The report will open in a new window in the Export format requested.
    a. Click the print button or to print the report.
    *Note: You do not have to save the report to print.
    b. Or, click the disk button or to save the report.
    c. Click the (X) in the top right corner of the window to close the exported report.
4. Click the (X) in the top right corner of the window to close the print preview screen.



This is a screenshot displaying the Report Preview window.

Tips

- The recommended format for printing is *Acrobat (PDF) file*.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons were added to the Reports module to allow MAC users to view reports and for quick export of the reports.

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Staff/User

The Staff/User module is used to add, view, and edit staff information. Only the state level has access to the Staff/User module. Please contact the state administrator if any staff needs an account for data entry or for staff service hours.

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Provider Profile

The Provider Profile module is used to view and edit provider information. Provider information is preloaded into Connecticut PBPS. The Provider ID used to sign into Connecticut PBPS is associated with the provider for whom you work. The Provider ID was created by the Department of Mental Health & Addiction Services and the contact information may need to be updated. Only the state level has access to the Provider Profile module.

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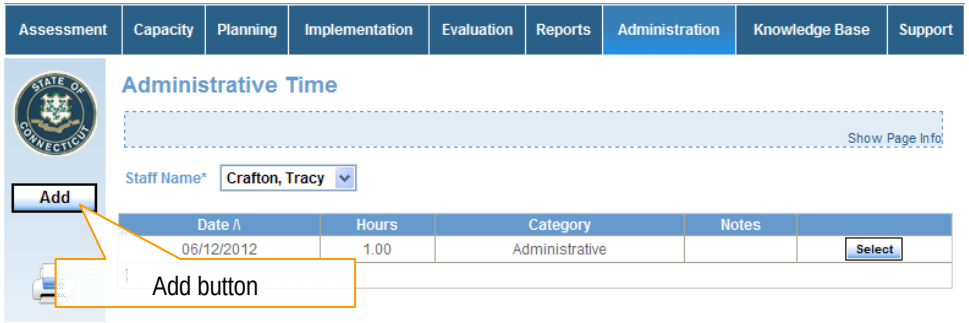
Administrative Time

The Administrative Time module is used to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into Connecticut Prevention can be classified as administrative time.

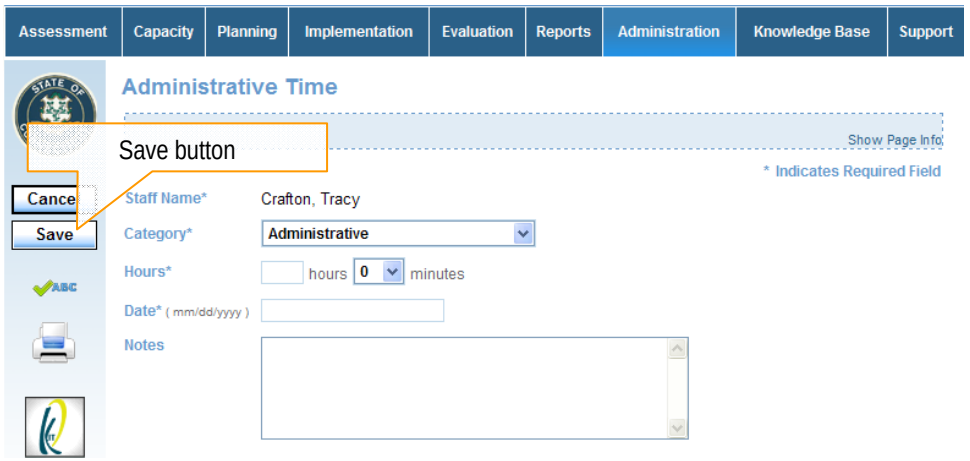
Adding Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name*** dropdown list.
4. Click the Add (**Add**) button from the left toolbar.



This is a screenshot displaying the Administrative Time Listing Page.

5. Select the type of administrative time from the **Category*** dropdown list.
6. Enter the **Hours*** by entering an amount in *hours* field and selecting any *minutes* from the dropdown list.
   *Note: You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.
7. Enter the date of the administrative time in the **Date*** field as mm/dd/yyyy.
8. Enter any additional information regarding the time in the **Notes** field.
9. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Administrative Time Edit Form.

Tips

- Administrative Time is for provider use only and is optional. Only the entity entering the information will be able to view it.

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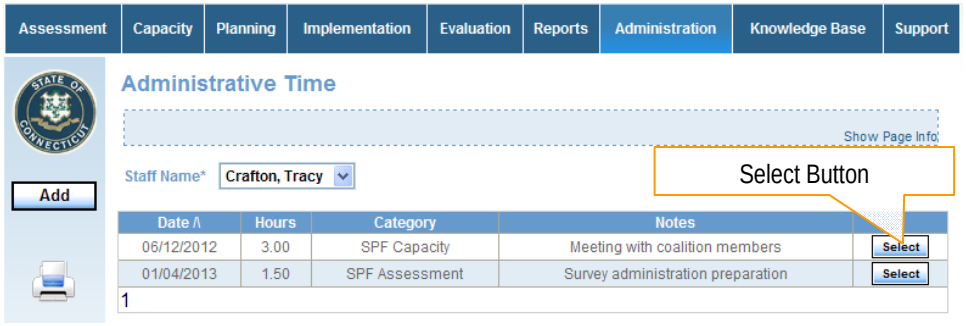
Editing Administrative Time

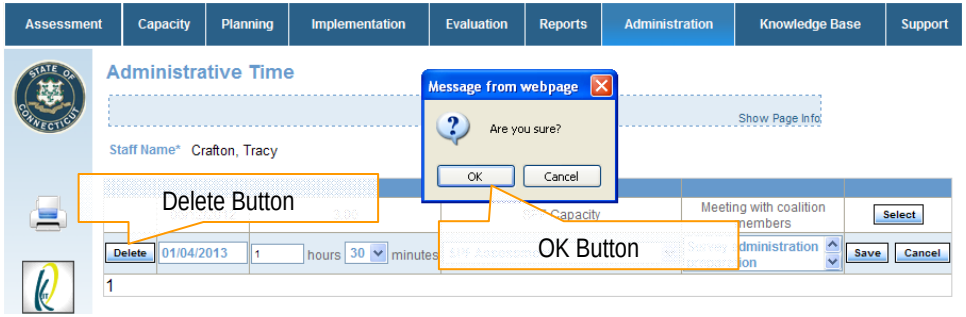
1. Click **Administrative** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown list.
4. From the Listing page, select the administrative time that you wish to edit by clicking the Select (**Select**) button.
5. Make any changes needed to the details.
6. Click the Save (**Save**) button to save the changes.
   *Note: To exit this screen without saving changes click the Cancel (**Cancel**) button.



This is a screenshot displaying the Administrative Time Listing Page.

Deleting Administrative Time

1. Click **Administrative** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown list.
4. From the Listing page, select the administrative time that you wish to delete by clicking the Select (**Select**) button.
5. Click the Delete (**Delete**) button.
6. Click the OK (**OK**) button when asked "Are you sure?".
   *Note: If you do not want to delete the record, click the Cancel (**Cancel**) button.



This is a screenshot displaying the Administrative Time Edit Form.

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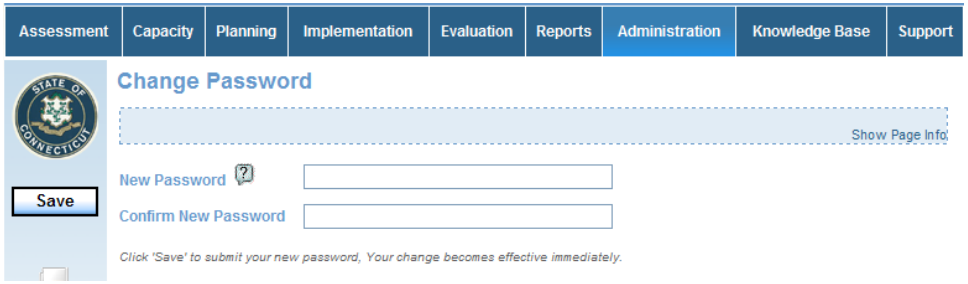
Change Password

The Change Password module allows the user to change the password on the account they are currently logged into, which ensures secure access to provider information.

1. Click **Administration** from the main menu.
2. Click **Change Password** from the submenu.
3. Type the password you would like to use in the **New Password** field.
4. Re-type the password in the **Confirm New Password** field.
5. Click the Save (**Save**) button from the left toolbar.



This is a screenshot displaying the Change Password Edit Form

Tips

- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire; however, it is a good idea to change your password every 3 months for security purposes.
- After clicking the Save (**Save**) button, remember to use the new password the next time you log in.

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Events Manager

The Events Manager module is used to add events to the Events Calendar to be viewed on the Home page. Only prevention related events should be placed on the calendar. Only the state level has access to the Events Manager module.

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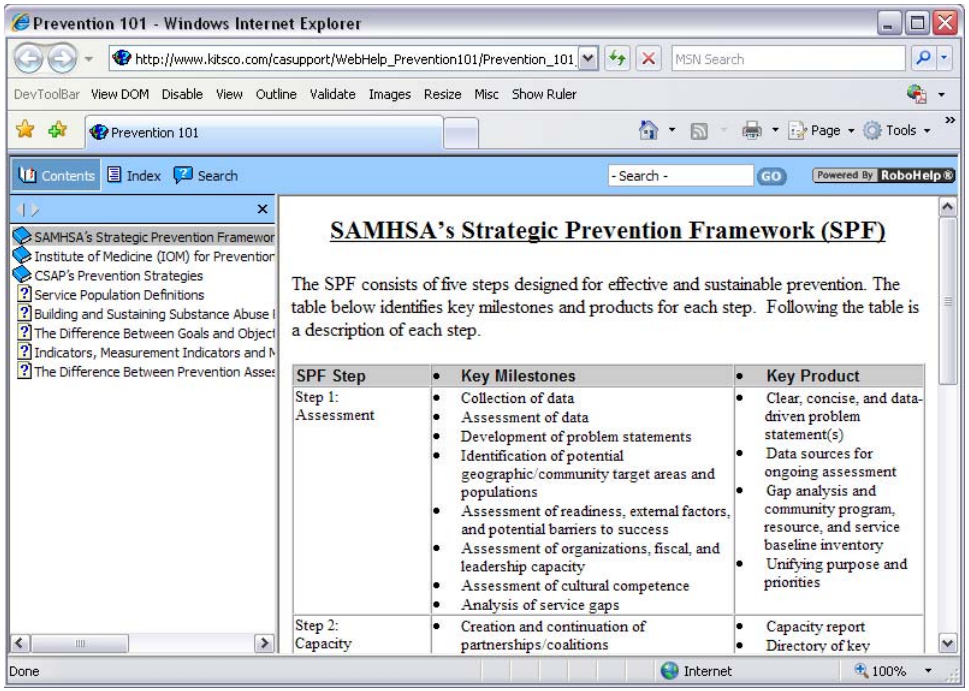
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related information and documents and provides links to relevant web sites.

Prevention 101

The Prevention 101 section contains helpful information regarding prevention. To access the Prevention 101 section, use the following steps:

1. Click **Knowledge Base** from the main menu.
2. Click **Prevention 101** from the submenu.
3. A new window will open.
4. From the left, select the topic you'd like to view by opening the book. The topic information will appear in the right-hand screen.
5. To close the Prevention 101 window, click on the in the upper right-hand corner.


Prevention 101 - Windows Internet Explorer
http://www.kitsco.com/casupport/WebHelp_Prevention101/Prevention_101
Prevention 101
Contents
Index
Search
SAMHSA's Strategic Prevention Framework (SPF)
The SPF consists of five steps designed for effective and sustainable prevention. The table below identifies key milestones and products for each step. Following the table is a description of each step.
SPF Step
Key Milestones
Key Product
Step 1: Assessment
Collection of data
Assessment of data
Development of problem statements
Identification of potential geographic/community target areas and populations
Assessment of readiness, external factors, and potential barriers to success
Assessment of organizations, fiscal, and leadership capacity
Assessment of cultural competence
Analysis of service gaps
Clear, concise, and data-driven problem statement(s)
Data sources for ongoing assessment
Gap analysis and community program, resource, and service baseline inventory
Unifying purpose and priorities
Step 2: Capacity
Creation and continuation of partnerships/coalitions
Capacity report
Directory of key
Done
Internet
100%

This is a screenshot displaying the Prevention 101 window.

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

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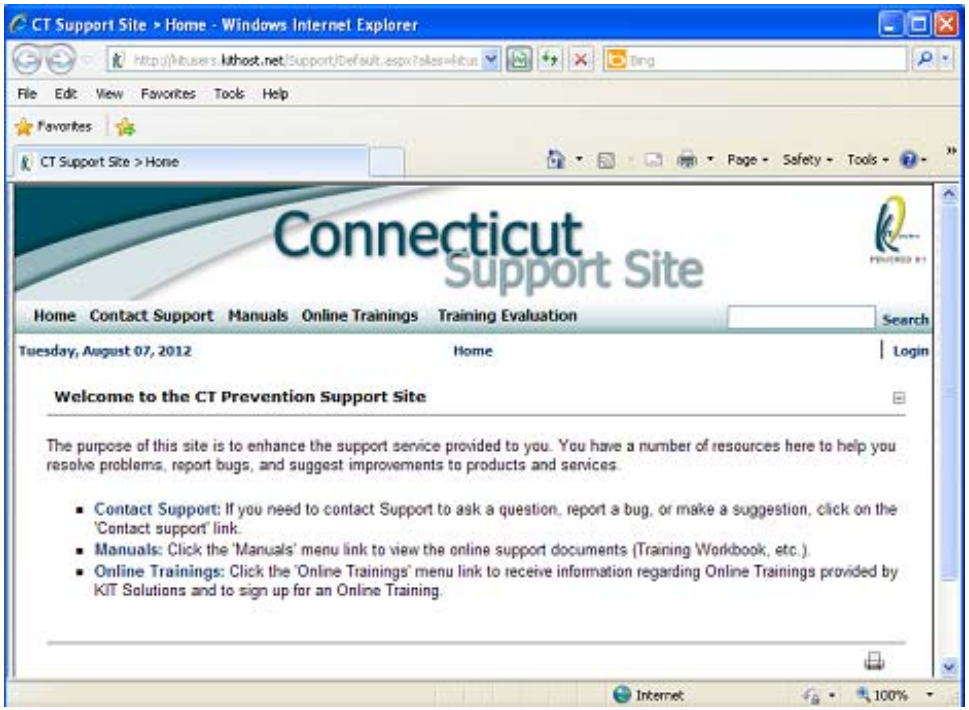
SUPPORT SITE

On the Support Site, you will find information about how to contact Support, an online version of this manual, Multimedia Training, and frequently asked questions.

1. To reach the Support Site, click **Support** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    b. Click the **Submit** button. Your request will be sent to the Support team and ADP.
3. To find this manual in an online version, click the **Manuals** link. The Manual page will open displaying various available documents pertinent to Connecticut Prevention.
    a. Select the document you would like to view or print by clicking on the entitled link. A new window will open displaying the document you selected as an Adobe .PDF file.
4. To view the Online Training calendar, click the **Online Trainings** link. Use the links on this page to register for training.
5. Click the (X) in the top right corner of the window to close the Support Site.


CT Support Site > Home - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites
CT Support Site > Home
Page Safety Tools
Connecticut Support Site
Home Contact Support Manuals Online Trainings Training Evaluation
Search
Tuesday, August 07, 2012
Home
Login
Welcome to the CT Prevention Support Site
The purpose of this site is to enhance the support service provided to you. You have a number of resources here to help you resolve problems, report bugs, and suggest improvements to products and services.
Contact Support: If you need to contact Support to ask a question, report a bug, or make a suggestion, click on the 'Contact support' link.
Manuals: Click the 'Manuals' menu link to view the online support documents (Training Workbook, etc.).
Online Trainings: Click the 'Online Trainings' menu link to receive information regarding Online Trainings provided by KIT Solutions and to sign up for an Online Training.
Internet
100%

This is a screenshot displaying the Support Site.

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

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